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तम्बाकू बोर्ड, गुणदूर

वाणिज्य एवं उद्योग मंत्रालय

(वाणिज्य विभाग)

अधिसूचना

नई दिल्ली, 1 मार्च, 2013

सं. 2/5/2011-ई.पी. (कृषि-VI).—तम्बाकू बोर्ड अधिनियम, 1975 (1975 का 4) की धारा 33 की उप-धारा (1) एवं (2) के साथ पठित धारा 6 की उप-धारा (4) द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए और 19 सितम्बर, 2002 को भारत के राजपत्र भाग III खण्ड 4 में 8/4/98-ई.पी. (कृषि-VI) एदद्वारा प्रकाशित तम्बाकू बोर्ड (भर्ती) विनियम, 2002 को निरस्त करते हुए, उनके अतिरिक्त, जिनका परिवर्धन अथवा विलोपन उपरोक्त से पूर्व किया जाना हो, तम्बाकू बोर्ड एतद्वारा निम्नलिखित विनियम, जिसका केन्द्र सरकार द्वारा अनुमोदन कर दिया गया है, बनाता है :—

(1) संक्षिप्त नाम और प्रारम्भ.—(क) इन विनियमों को तम्बाकू बोर्ड (भर्ती) विनियम, 2013 कहा जाएगा ।

(ख) उपरोक्त विनियम राजपत्र में प्रकाशन की तारीख से लागू होंगे ।

(2) परिभाषाएं.—इन विनियमों में, जब तक अन्यथा परिभाषित नहीं किया जाए, निम्नलिखित साधारण रूप में व्यवहृत किए जाएंगे ।

(क) “बोर्ड” तम्बाकू बोर्ड अधिनियम, 1975 की धारा 4 के तहत गठित तम्बाकू बोर्ड

(ख) बोर्ड कर्मचारी.—तम्बाकू अधिनियम, 1975 की धारा 4 की उप-धारा (4) के तहत नियुक्त अध्यक्ष, धारा 6 की उप-धारा (1) के तहत नियुक्त कार्यकारी निदेशक, धारा 6 की उप-धारा (2) के तहत नियुक्त सचिव और बोर्ड में प्रतिनियुक्त पर कार्यरत अधिकारियों के अतिरिक्त बोर्ड में कार्यरत अन्य सभी व्यक्ति ।

(ग) वेतन.—केन्द्र सरकार के मूलभूत नियम और अनुपूरक नियमों में परिभाषित वेतन/परिलब्धियां ।

(घ) पदों का वर्गीकरण.—

(अ) वरिष्ठ प्रबंधन स्तर.—वे सभी पद, जो अधिकतम रु. 39,100 के पे. बैंड अथवा अधिक में आते हों ।

(ब) माध्यमिक प्रबंधन स्तर.—वे सभी पद, जिनका पे बैंड अधिकतम रु. 34,800 हो किन्तु अधिकतम पे. बैंड 39,099 रु. से कम हो ।

(ड.) नियुक्ति प्राधिकारी:- बोर्ड के कर्मचारियों के संदर्भ में नियुक्ति हेतु अधिकार प्राप्त नियुक्ति प्राधिकारी द्वारा नियुक्ति की शक्तियों का विवरण इस प्रकार है:-

अध्यक्ष:- वरिष्ठ प्रबंधन स्तर के तकनीकी एवं गैर तकनीकी पदों के वे अधिकारी जिनका पे.बैण्ड का अधिकतम रू० 39,100 प्रतिमाह से अधिक न हो, और बोर्ड के अनुमोदन एवं केन्द्र सरकार से पूर्व परामर्श के साथ वे तकनीकी एवं गैर तकनीकी पद जिनका पे.बैण्ड को अधिकतम रू० 39,100 प्रतिमाह से अधिक हो एवं माध्यमिक प्रबंधन स्तर के पद:

कार्यकारी निदेशक:-कनिष्ठ प्रबंधन स्तर के पद, अध्यक्ष की प्राधिकारिक शक्तियों के अनुरूप ।

(च) अनुसूची:- इन विनियमों की अनुसूची ।

(छ) सेवा:- बोर्ड में की गई सेवा ।

(ज) सीधी भर्ती:- रोजगार कार्यालय से अभ्यर्थियों के नाम मांगकर अथवा विज्ञापन द्वारा प्रार्थना पत्र मांग कर अथवा बोर्ड के उपयुक्त योग्य कर्मचारियों के प्रार्थना पत्र पर विचार कर की गई भर्ती ।

अध्यक्ष, तम्बाकू बोर्ड की दृष्टि में यदि आवश्यक हो तो सीधी भर्ती के लिए लिखित परीक्षा आयोजित की जा सकती है। इस परीक्षा के माध्यम से भर्ती बोर्ड कर्मचारी भर्ती के लिए सीधी भर्ती द्वारा भर्ती किए गए मान जाएंगे और केन्द्र सरकार द्वारा पिछली सेवा के लिए बनाए गए नियमों के अंतर्गत व्यक्त किए जाएंगे ।

(झ) प्रतिनियुक्ति:- केन्द्र सरकार/राज्य सरकारों अथवा सार्वजनिक क्षेत्र उपक्रमों अथवा स्वायत्तशासी संस्थाओं के कर्मचारियों की सेवाओं को उधार लेना ।

(ट) सरकार: केन्द्र सरकार

(3) अनुप्रयोग:- ये विनियम अध्यक्ष, कार्यकारी निदेशक, सचिव और केन्द्र सरकार द्वारा निर्दिष्ट किसी अन्य पद के अतिरिक्त विनियमों में उल्लिखित अन्य सभी पदों के लिए अनुप्रयुक्त होंगे ।

(4) प्रारम्भिक विधान:- इन विनियमों के प्रारम्भ की तारीख को इन विनियमों की अनुसूची में विनिर्धारित पदों को नियमित आधार पर ग्रहण करने वाले सभी व्यक्ति इन विनियमों के अंतर्गत अनयुक्त माने जाएंगे और उनके द्वारा की गई अब तक की लगातार सेवा उसी ग्रेड में वरिष्ठता के उद्देश्य के लिए गिनी जाएगी ।

(5) अनहर्ताए:- कोई भी व्यक्ति सेवा में नियुक्ति हेतु अनर्ह होगा, यदि उसने किसी ऐसे व्यक्ति से विवाह किया हो अथवा विवाह करने का अनुबंध किया हो जिसका पति अथवा पत्नी पहले से जीवित हो

(ख) जो जीवित पति अथवा पत्नी के होते किसी अन्य व्यक्ति से विवाह कर चुका हो अथवा विवाह करने का अनुबंध किया हो

यदि सरकार इस तथ्य से सन्तुष्ट है कि उस व्यक्ति एवं अन्य पक्ष पर लागू होने वाले निजी कानून में ऐसा विवाह को अनुमति प्रदान की गई है और कि ऐसा करने के अन्य आधार हैं, तो ऐसे व्यक्ति का इस नियम के लागू हो से छूट प्रदान की जा सकती है।

(6) बोर्ड के किसी भी ग्रेड के कर्मचारी की वरिष्ठता का निर्धारण केन्द्र सरकार द्वारा समय-समय पर किया जाएगा।

(7) यदि विभागीय समिति द्वारा प्रोन्नति के लिए किसी कनिष्ठ, जिसने पदोन्नति के लिए निर्धारित पात्रता सेवा पूरी कर ली है, के नाम पर विचार किया जा रहा है, वहां, उस ग्रेड में उससे वरिष्ठ सभी अधिकारियों भले ही उन्होंने अपेक्षित सेवा पूरी नहीं की हो, के नाम पर भी विचार किया जाएगा बशर्ते कि उन्होंने ग्रेड में निर्धारित परीक्षा, यदि कोई हो, को संतोषजनक रूप से पूर्ण कर लिया हो और सतर्कता के दृष्टिकोण से किसी भी आरोप से मुक्त हों।

(8) परीक्षा की अवधि: सीधी भर्ती द्वारा अथवा प्रोन्नति द्वारा किसी पद पर नियुक्त व्यक्ति अनुसूची में दी गई अवधि के लिए परीक्षा पर रहेगा।

(9) परीक्षा की अवधि का पूरा होना अथवा सेवा समाप्ति

(क) कार्य अथवा आचरण के पद के अनुरूप संतोषजनक न जाए पाने पर नियुक्ति प्राधिकारी परीक्षाधीन कर्मों की परीक्षा की अवधि बढ़ा सकता है। उन पदों के अतिरिक्त जिन पर भर्ती केन्द्र सरकार के पूर्व परामर्श द्वारा की गई हो, नियुक्ति प्राधिकारी किसी परीक्षाधीन कर्मों के कार्य अथवा आचरण को पद के अनुरूप संतोषजनक न पाए जाने पर परीक्षा अवधि की बढ़ी हुई अवधि के पश्चात् भी सीधी भर्ती द्वारा नियुक्त कर्मों की सेवाएं समाप्त कर सकता है अथवा बोर्ड के कर्मचारी के पुनः उसके पूर्व पद पर प्रत्यावर्तित कर सकता है।

(ख) उन पदों के अतिरिक्त, जिन के लिए भर्ती हेतु केन्द्र सरकार से पूर्व परामर्श किया गया हो अन्य सीधी भर्ती द्वारा भर्ती किए गए व्यक्ति का आचरण एवं कार्य यदि परीक्षा अवधि के दौरान अथवा परीक्षा अवधि की बढ़ी हुई अवधि के दौरान पद के अनुरूप संतोषजनक पाया गया हो तो नियुक्ति प्राधिकारी उपरोक्त अवधि के समापन के पश्चात् यथाशीघ्र घोषित करेगा कि उस व्यक्ति ने अपनी परीक्षा संतोषजनक रूप से पूरी कर ली है और उसे पद पर स्थायी करेगा।

(10) स्वास्थ्य का प्रमाणपत्र: सेवा में भर्ती के समय वरिष्ठ प्रबंधन स्तर और माध्यमिक प्रबंधन स्तर के पदों पर नियुक्त प्रत्येक व्यक्ति को सिविल सर्जन पद के स्वास्थ्य अधिकारी द्वारा दिया गया स्वास्थ्य प्रमाणपत्र तथा कनिष्ठ प्रबंधन स्तर के पद पर नियुक्त व्यक्ति को सहायक स्वास्थ्य अधिकारी द्वारा दिया गया स्वास्थ्य प्रमाणपत्र देना होगा।

(11) पेंशन लाभ: बोर्ड के कर्मचारी केन्द्र सरकार के समय-समय पर संशोधित नियमों के अंतर्गत पेंशन एवं सेवानिवृत्ति के लाभों के अधिकारी होंगे ।

(12) निश्चित वर्गों के व्यक्तियों के लिए आरक्षण, छूट आदि: इन विनियमों का कोई भी भाग अनुसूचित जातियों अनुसूचित जनजातियों, उनमें पिछड़े वर्ग एवं अन्य विशेष वर्गों के व्यक्तियों को केन्द्र सरकार द्वारा समय-समय पर जारी आदेशों के अंतर्गत अनुमन्य आरक्षण, आयु सीमा में छूट एवं अन्य रियायतों को विपरीत रूप से प्रमाणित नहीं करेगा ।

(13) विभागीय पदोन्नति समिति का गठन: अध्यक्ष विभिन्न वर्गों के बोर्ड कर्मचारियों की प्रोन्नति हेतु अनुसूचियों अथवा समय-समय पर केन्द्र सरकार द्वारा जारी दिशा-निर्देशों के अनुरूप विभागीय पदोन्नति समिति का गठन करेगा ।

(14) अन्य सेवा शर्तें: उन विषयों पर, जिन पर इन विनियमों में कोई प्रावधान नहीं किया गया है, बोर्ड कमियों के सेवा शर्तें उसी वर्ग के केन्द्र सरकार के कर्मियों के समान होंगी । अद्यपि, बोर्ड में भर्ती की अधिकतम आयु सीमा अनुसूची में इंगित आयु होगी । न्यूनतम आयु सीमा 18 वर्ष होगी । बोर्ड के कर्मचारियों के आचरण एवं अनुशासनिक संबंधी मामले केन्द्रीय सिविल सेवा (आचरण) नियम, 1964 और केन्द्रीय सिविल सेवा (वर्गीकरण नियन्त्रण एवं अपील) नियम, 1965 के अंतर्गत लागू होंगे ।

(15) पदों का सृजन: बोर्ड का अध्यक्ष अथवा बोर्ड तम्बाकू बोर्ड अधिनियम, 1975 की धारा 6 की उपधारा 4 के साथ पठित तम्बाकू बोर्ड (सामान्य) नियम 1984 के विनियम 15 एवं केन्द्र सरकार की वित्तीय शक्तियों के प्रत्यायोजन के नियमों के अनुसार पदों के सृजन हेतु सक्षम है ।

(16) सामान्य: बोर्ड के कर्मचारी सेवा शर्तों एवं अन्य शर्तों के लिए तम्बाकू बोर्ड अधिनियम, 1975 के उपबंधों, उनके अंतर्गत निर्मित नियमों एवं विनियमों और बोर्ड अथवा केन्द्र सरकार द्वारा लागू अन्य शर्तों के अधीन होंगे ।

(17) शिथिल करने की शक्ति: जहां अध्यक्ष की यह राय है कि ऐसा करना आवश्यक अथवा समीचीन है वहां वह, उसके लिए कारणों को लेख बद्ध कर के और केन्द्र सरकार से अनुमोदन प्राप्त कर किसी वर्ग या श्रेणी के व्यक्तियों के लिए इन विनियमों के प्रावधानों/किसी एक प्रावधान में छूट प्रदान कर सकता है ।

तम्बाकू बोर्ड, गुण्टूर
तम्बाकू बोर्ड (भर्ती) विनियम, 2013

अनुसूची

पद का नाम	पदों की संख्या	वर्गीकरण	पे.बैण्ड और ग्रेड पेय सवेत	चूनाव पर अथवा गैर चुनाव पर
1	2	3	4	5
क्षेत्रीय प्रबंधक	8	वरिष्ठ स्तर प्रबंधन तकनीकी	पे.बैण्ड 3 15,600-34,150 ग्रेड पेय 6600/-	चयन
सेवा से जुड़े वर्षों का लाभ सी सी स (पेंशन), नियम 1972 के नियम 32 के अधीन स्वीकार्य है अथवा नहीं		सीधी भर्ती के लिए आयु सीमा	सीधी भर्ती के लिए अपेक्षित शैक्षिक तथा अन्य अर्हताएं	
			सीधी भर्ती में लागू आयु एवं शैक्षिक अर्हताएं पदोन्नति में लागू होगी अथवा नहीं	परिवीक्षा की अवधि यदि कोई हो
6	7	8	9	10
लागू नहीं	40 वर्ष से अधिक नहीं ।	(क)कृषि में स्नातकोत्तर उपाधि (ख)तम्बाकू उत्पादन, प्रसार, विणन एवं बाजार शोध, तम्बाकू नीलामी का क्रियांवन में 5 वर्ष का अनुभव, जिसमें से 3 वर्ष का अनुभव न्यूनतम पर्यवेक्षक के रूप में होना चाहिए ।	आयु नहीं शैक्षिक अर्हता नहीं	दो वर्ष

879 GI/13-2

भर्ती की पद्धति/सीधी भर्ती या प्रतिनियुक्ति/स्थान्तरण द्वारा विभिन्न पद्धतियों द्वारा भरी जाने वाली रिक्तियों की प्रतिशता	प्रोन्नति/प्रतिनियुक्ति द्वारा भर्ती की दशा में वे ग्रेड जिनसे प्रोन्नति प्रतिनियुक्ति स्थान्तरण किया जाएगा।	यदि विभागीय पदोन्नति समिति है वे तो उसकी संरचना	परिस्थितिया जिनमें भर्ती करने के लिए संघ लोक सेवा आयोग से परामर्श किया जाना है	
11	12	13	14	
पदोन्नीत द्वारा जिसकेन हो सकने पर प्रतिनियुक्ति द्वारा दोनों के न हो सकने पर सीधी भर्ती द्वारा	1. प्रोन्नति:नीलामी अधीक्षक/वरिष्ठ ग्रेडिंग अधिकारी, पद पर 5 वर्ष की सतत् सेवा के साथ प्रोन्नति हेतु वरिष्ठता का निर्धारण नीलामी अधीक्षक और वरिष्ठ ग्रेडिंग अधिकारी के रूप में कुल की गई सेवा के योग से किया जाएगा। 2. प्रतिनियुक्ति: केन्द्र/राज्य सरकार अथवा केन्द्रीय/राज्य के स्वायत्त निकाय, सार्वजनिक क्षेत्र उपक्रम में सहस्य पद पर कार्यरत ग्रेड पे. में न्यूनतम 5 वर्ष तक सेवारत रहे कर्मियों से, जो कालम 8 में सीधी भर्ती के अभ्यर्थी हेतु विनिर्धारित शैक्षिक अर्हता एवं अनुभव रखता हो। (प्रतिनियुक्ति की अवधि साधारणतः 3 वर्ष से अधिक नहीं होगी)	1. अध्यक्ष-अध्यक्ष 2. कार्यकारी निदेशक-सदस्य 3. निदेशक स्तर के 2 अधिकारी वाह्य जिनमें से 1 अधिकारी अनुसूचित जनजाति का हो-सदस्य	लागू नहीं	
1	2	3	4	5
2.प्रबंधक (वित्त एवं लेखा)	1	वरिष्ठ प्रबंधन स्तर, गैर तकनीक	चयन पे.बैंड	चयन लागू

			3 रु. 15,600- 39,100 ग्रे. पे. 6600	
6	7	8	9	10
लागू नहीं	लागू नहीं	लागू नहीं	लागू नहीं	लागू नहीं
11	12	13	14	
प्रोन्नति, जिसके न हो सकने पर प्रतिनियुक्ति द्वारा	प्रोन्नति: उप प्रबंधक (लेखा)/सहायक प्रबंधक लेखा या उसके सदस्य पर में न्यूनतम 5 वर्ष की सेवा/प्रोन्नति हेतु वरिष्ठता का निर्धारण उप प्रबंधक (लेखा)/सहायक प्रबंधक (लेखा) के रूप में की गई कुल सेवा के योग के आधार पर किया जाएगा। प्रतिनियुक्ति: भारतीय लेखा परीक्षा और लेखा विभाग के सहस्य के लेखा परीक्षा अधिकारियों/लेखा अधिकारियों उपक्रम अथवा केन्द्र/राज्य के स्वायत्तशासी निकाय में समकक्ष पद में कार्यरत लेखा परीक्षा अधिकारियों/लेखा अधिकारियों में से अथवा 15600-39,100 पे. बैंड में 5400 में 7 वर्ष की सतत् सेवा करने वाले लेखा परीक्षा अधिकारियों/लेखा अधिकारियों में से, (प्रतिनियुक्ति की अवधि साधारणतः 3 वर्ष से अधिक नहीं होगी।)	1. अध्यक्ष-अध्यक्ष 2. कार्यकारी निदेशक-सदस्य 3. निदेशक स्तर के 2 वाह्य अधिकारी जिनमें से 1 अधिकारी अनुसूचित जाति/अनुसूचित जनजाति का हो सदस्य	लागू नहीं	

1	2	3	4	5
3. प्रबन्धक (व्यापार)	1	वरिष्ठ स्तर, गैर-तकनीक	पे.बैंड 3 15,600- 39,100 ग्रेड पेय 6600	लागू नहीं
6	7	8	9	10
लागू नहीं	चालीस(40)वर्ष से अधिक नहीं	अनिवार्यः(1)वाणिज्य अथवा कृषि अर्थशास्त्र में स्नातकोत्तर उपधि (2) तम्बाकू के घरेलू एवं अन्तरीष्ट्रीय व्यापार में 5 वर्ष का अनुभव जिसमें से न्यूनतम 3 वर्ष पर्यवेक्षक/निरीक्षक स्तर पर कार्य किया हो	नहीं	दो वर्ष
11	12	13	14	
सीधी भर्ती द्वारा	लागू नहीं	1. अध्यक्ष-अध्यक्ष 2. कार्यकारी निदेशक-सदस्य 3. निदेशक स्तर के 2 वाह्य अधिकारी जिनमें से 1 अधिकारी अनुसूचित जाति/अनुसूचित जनजाति का हो सदस्य	लागू नहीं	
1	2	3	4	5
4. नीलामी अधीक्षक/सीनियर प्रेडिंग अधिकारी	55	वरिष्ठ प्रबन्धन स्तर, तकनीक	पे.बैंड 3 15,600- 39,100 ग्रेड पे.5400	चयन
6	7	8	9	10
लागू नहीं	लागू नहीं	लागू नहीं	लागू नहीं	लागू नहीं
11	12	13	14	
पदोन्नति द्वारा, जिसके न हो सकने पर प्रतिनियुक्ति द्वारा	पदोन्नति उन फील्ड अधिकारियों/तकनीक सहायक, जिन्होंने न्यूनतम 8 वर्ष की सतत् सेवा ग्रेड की हो, में से प्रतिनियुक्ति: केन्द्र/राज्य सरकार, केन्द्रीय अथवा राज्य के स्वायत्त निकाय, सार्वजनिक क्षेत्र उपक्रम	1.अध्यक्ष-अध्यक्ष 2.कार्यकारी निदेशक-सदस्य 3.सचिव-सदस्य 4.अनुसूचित जाति/जनजाति का एव वाह्य अधिकारी-सदस्य	लागू नहीं	

	के उन अधिकारियों से (i) जो सहस्य पर नियमित रूप से धारित करते हैं अथवा (ii) न्यूनतम 8 वर्षों से 9300-4800 पे. में 4200 ग्रेड पे. में कार्यरत हो (2) तम्बाकू के उत्पादन/ प्रसार/ विपणन और विवणन शोध और तम्बाकू नीलामी संचालित करने का अनुभव रखते हों। (प्रतिनियुक्ति की अवधि सामान्यतः 3 वर्ष की होगी।)			
1	2	3	4	5
5. उप प्रबन्धक (लेखा)	1	वरिष्ठ प्रबन्धन स्तर गैर तकनीक	पे. बैंड 15,600-39,100 ग्रेड पे. 5400	चयन
6	7	8	9	10
लागू नहीं	लागू नहीं	लागू नहीं	नहीं	लागू नहीं
11	12	13	14	
पदोन्नीत द्वारा जिसके न होने पर प्रतिनियुक्ति द्वारा	पदोन्नीत: अधीक्षक/लेखाकार अथवा समकक्ष पद पर 4200 ग्रेड पे. पर 8 वर्ष की सतत एवं नियमित सेवा करने वालों कर्मियों से प्रतिनियुक्ति: भारतीय लेखा परीक्षा एवं लेखा सेवा के लेखा परीक्षकों/लेखा अधिकारियों से अथवा लेखा/लेखा परीक्षा अधिकारी जो केन्द्र/राज्य	1. अधीक्षक-अधीक्षक 2. कार्यकारी निदेशक-सदस्य 3. सचिव-सदस्य 4. अनुसूचित जाति/जनजाति का वाह्य अधिकारी-सदस्य	लागू नहीं	

	सरकार/सार्वजनिक निकायों में सदस्य ग्रेड पे.आहरित कर रहे हो, से (प्रतिनियुक्ति की अवधि सामान्यतः 3 वर्ष से अधिक नहीं होगी)			
1	2	3	4	5
6 सहायक प्रबन्धक (लेखा)	33	वरिष्ठ प्रबन्धन स्तर, गैर-तकनीक	पे.बैंड:3 15,600- 39,100 ग्रेड 5400	चयन
6	7	8	9	10
लागू नहीं	लागू नहीं	लागू नहीं	लागू नहीं	लागू नहीं
11	12	13	14	
पदोन्नीत द्वारा जिसके न हो सकने पर प्रतिनियुक्ति द्वारा	पदोन्नीत: अधीक्षक/लेखाकार अथवा सदस्य पद पर पर 4200 ग्रेड पे. पर 8 वर्ष की सतत् एवं नियमित सेवा करने वाले अधिकारियों से प्रतिनियुक्ति: केन्द्र/राज्य सरकार, केन्द्र/राज्य सार्वजनिक उपक्रम एवं स्वायत्त निकायों के उन अधिकारियों से 1(क) जो सदस्य पद नियमित रूप से धारित करते हो अथवा (ख) 4200 ग्रेड पे.व पे.बैंड-2 में 8 वर्ष की नियमित एक सतत् सेवा की हो 2.प्रशासन स्थापना एवं लेखा मामलों की जानकारी हो। (प्रतिनियुक्ति की अवधि	1.अध्यक्ष-अध्यक्ष 2.कार्यकारी निदेशक- सदस्य 3.सचिव-सदस्य 4.अनुसूचित जाति/जनजाति का एक एक वाह्य अधिकारी-सदस्य	लागू नहीं	

	3 वर्ष से अधिक नहीं होगी)			
1	2	3	4	5
7.सांख्यिकी अधिकारी	1	वरिष्ठ प्रबन्धन स्तर, तकनीक	पे.बैंड 15,600-39,100 ग्रेड पे. 5400	चयन
6	7	8	9	10
लागू नहीं	तीस वर्ष से अधिक नहीं	अनिवार्य: सांख्यिकी अथवा गणित अथवा वाणिज्यिक अर्थशास्त्र में पर स्नातक उपाधि वांछनीय: आंकड़ा संग्रहण व विश्लेषण में ३ वर्ष का अनुभव भारतीय सांख्यिकी संस्थान अथवा भारतीय कृषि सांख्यिकी की शोध संस्थान का डिप्लोमा धारित	आयु नहीं योग्यता नहीं	दो वर्ष
11	12	13	14	
पदोन्नीत द्वारा जिसके न हो सकने पर सीधी भर्ती द्वारा	पदोन्नीत: वरिष्ठ अन्वेषकजों ग्रेड में नियमित आधार पर 8 वर्ष की सेवा कर चुके हों	1.अध्यक्ष-अध्यक्ष 2.कार्यकारी निदेशक- सदस्य 3.सचिव-सदस्य 4.अनुसूचित जाति/जनजाति का एक एक वाह्य अधिकारी-सदस्य	लागू नहीं	
1	2	3	4	5
अध्यक्ष की निजी सचिव	1	मध्य प्रबन्धन स्तर गैर तकनीक	पे.बैंड-2 93,00 - 34,800 ग्रेड पे.4600	चयन
6	7	8	9	10
लागू नहीं	लागू नहीं	लागू नहीं	लागू नहीं	लागू नहीं
11	12	13	14	
पदोन्नीत द्वारा	पदोन्नीत: तीन वर्ष की नियमित सेवा करे हुए आशुलिपिक (ग्रेड-1)अधिकारियों में से	1.अध्यक्ष-अध्यक्ष 2.कार्यकारी निदेशक- सदस्य 3.सचिव-सदस्य 4.अनुसूचित जाति/जनजाति का एक एक वाह्य अधिकारी-सदस्य	लागू नहीं	

1	2	3	4	5
9. क्षेत्र अधिकारी/तकनीक सहायक	88	मध्य प्रबन्धन स्तर गैर तकनीक	पे.बैंड २ 93,00 34,800 पे.4200	गैर चयन
6	7	8	9	10
लागू नहीं	तीस वर्ष से अधिक निह	अनिवार्य: कृषि विज्ञान में स्नातक व वांछनीय: तम्बाकू रोपण व संस्तर जानकारी	आयु: नहीं शैक्षणिक योग्यता नहीं	सीधी भर्ती से चयनित कर्मियों हेतु 2 वर्ष
11	12	13	14	
पदोन्नीत एवं सीधी भर्ती 1 के अनुपात में	पदोन्नीत: दस वर्ष की नियमित सेवा वाले क्षेत्र सहायकों से	1.अध्यक्ष-अध्यक्ष 2.कार्यकारी निदेशक- सदस्य 3.सचिव-सदस्य 4.अनुसूचित जाति/जनजाति का एक एक वाह्य अधिकारी-सदस्य	लागू नहीं	
1	2	3	4	5
10. अधीक्षक/लेखाकार	33	मध्य प्रबन्धन स्तर गैर तकनीक	पे.बैंड-2 93,00- 34,800 ग्रेड पे.4200	चयन
6	7	8	9	10
लागू नहीं	तीस वर्ष से अधिक नहीं	मान्यता प्राप्त विश्वविद्यालय से स्ना अपाधि	नहीं	दो वर्ष
11	12	13	14	
पदोन्नीत व सीधी भर्ती पदोन्नीत व सीधी भर्ती में नियुक्त का अनुपात 2:1 होगा	पदोन्नीत: (क) 90% तीन वर्ष की नियमित सेवा वाले सहायक, जिनके उपलब्ध होने पर ऐसे सहायक जिनकी सहायक एवं उच्च श्रेणी लिपिक के रूप में सम्मिलित सेवा न्यूनतम	1.अध्यक्ष-अध्यक्ष 2.कार्यकारी निदेशक- सदस्य 3.सचिव-सदस्य 4.अनुसूचित जाति/जनजाति का एक एक वाह्य अधिकारी-सदस्य	लागू नहीं	

	10 वर्ष की हो । (ख) 10% तीन वर्ष की नियमित सेवा वाले अशुलिपिक ग्रेड (ii), जिनके उपलब्ध न होने पर ऐसे आशुलिपिक ग्रेड (iii) जिनकी आशुलिपिक ग्रेड iii एवं आशुलिपिक ग्रेड ii के रूप में सम्मिलित सेवा न्यूनतम 10 वर्ष की हो ।			
1	2	3	4	5
11. वरिष्ठ अन्वेषक	1	मध्य प्रबन्धन स्तर तकनीक	पे. बैंड - 2 93,00- 34,800 ग्रेड पे. 4200	चयन
6	7	8	9	10
लागू नहीं	लागू नहीं	लागू नहीं	लागू नहीं	लागू नहीं
11	12	13	14	
पदोन्नीत द्वारा जिसने न हो सकने पर प्रतिनियुक्ति द्वारा	पदोन्नीत: ग्रेड में 3 वर्ष की नियुक्ति सेवा करने वाले सांख्यिकी सहायकों में से प्रतिनियुक्ति: तीन वर्ष तक सदृश्य पद धारित करने वाले अधिकारियों से	1. अध्यक्ष-अध्यक्ष 2. कार्यकारी निदेशक- सदस्य 3. सचिव-सदस्य 4. अनुसूचित जाति/जनजाति का एक एक वाह्य अधिकारी-सदस्य	लागू नहीं	
1	2	3	4	5
12. वरिष्ठ अनुवादक	1	मध्य प्रबन्धन स्तर गैर तकनीक	पे. बैंड-2 93,00- 34,800 पे. 4200	लागू नहीं
6	7	8	9	10

लागू नहीं	३० वर्ष से अधिक नहीं	अनिवार्य: 1 (क) किसी मान्यता प्राप्त विश्वविद्यालय से स्नातकोत्तर उपाधि प्राप्त की हो हिन्दी/अंग्रेजी में अथवा तथा अंग्रेजी/हिन्दी स्नातक स्तर पर अनिवार्य/ऐच्छिक विषय के रूप में रहा हो (ख) हिन्दी/अंग्रेजी से इतर किसी विषय में स्नातकोत्तर उपाधि प्राप्त की हो तथा स्नातक स्तर पर अंग्रेजी/हिन्दी में से कोई एक विषय के रूप में एवं इसरा परीक्षा के माध्यम के रूप में रहा हो (ग) हिन्दी/अंग्रेजी से इतर अथवा किसी विषय में स्नातकोत्तर उपाधि प्राप्त की हो तथा स्नातक स्तर पर हिन्दी/अंग्रेजी से कोई एक विषय के रूप में और इसरा परीक्षा माध्यम के रूप में रहा हो और 2. हिन्दी से अंग्रेजी व अंग्रेजी से हिन्दी अनुवाद में कोई मान्यता प्राप्त प्रमाण पत्र/डिप्लोमा वांछनीय: अंग्रेजी से हिन्दी व हिन्दी व हिन्दी से अंग्रेजी में अनुवाद करने की योग्यता		
11	12	13	14	
सीधी भर्ती	लागू नहीं	1. अध्यक्ष-अध्यक्ष 2. कार्यकारी निदेशक- सदस्य 3. सचिव-सदस्य 4. अनुसूचित जाति/जनजाति का एक एक वाह्य अधिकारी-सदस्य	लागू नहीं	
1	2	3	4	5
13. सांख्यिकी सहायक	1	मध्य प्रबन्धन स्तर तकनीक	पे. बैंड-2 93,00- 34,800	लागू नहीं

			पे.4200	
6	7	8	9	10
लागू नहीं	तीस वर्ष से अधिक नहीं	अनिवार्य: (क)सांख्यिकी में स्नातक उपाधि अथवा गणित/अर्थशास्त्र/वाणिज्य में पच्चे/विषय में रूप में स्नातकोत्तर उपाधि (ख) सांख्यिकीय आंकड़ों के विश्लेषण में ३ वर्ष का अनुभव वांछनीय: भारतीय सांख्यिकीय संस्थान अथवा भारतीय कृषि सांख्यिकी शोध संस्थान से डिप्लोमा	नहीं	सीधी भर्ती वालों हेतु 2 वर्ष
11	12	13	14	
प्रोन्नीत द्वारा,जिसके न हो सकने पर प्रनियुक्ति द्वारा जिसके न हो सकने पर सीधी भर्ती द्वारा	पदोन्नीत: दस वर्ष की नियमित सेवा वाले ऐसे उच्च श्रेणी लिपिक जो गणित अथवा सांख्यिकी में स्नातक उपाधि रखते हो प्रतिनियुक्ति द्वारा: केन्द्र/राज्य सरकार के ऐसे कर्मचारी जा सदृश्य पद पर हो और ३ वर्ष का अनुभव रखते हो प्रतिनियुक्ति की अवधि सामान्यतः ३ वर्ष की होगी ।	1.अध्यक्ष-अध्यक्ष 2.कार्यकारी निदेशक- सदस्य 3.सचिव-सदस्य 4.अनुसूचित जाति/जनजाति का एवं एक वाह्य अधिकारी-सदस्य	लागू नहीं	
1	2	3	4	5
14 . सहायक	13	मध्य प्रबन्धन स्तर गैर तकनीक	पे.बैंड २ 93,00- 34,800 पे.4200	गैर-चयन
6	7	8	9	10
लागू नहीं	30 वर्ष से अधिक नहीं	(1)विश्वविद्यालय से स्नातक उपाधि (२)प्रशासन,लेखा क्षेत्र में ३ वर्ष का	आयु: नहीं शैक्षिक योग्यता:	दो वर्ष

		अनुभव	नही	
11	12	13	14	
पदोन्नीत द्वारा जिसके न हो सकने पर सीधी भती द्वारा	पदोन्नीत: दस वर्ष की नियमित सेवा वाले उच्च श्रेणी लिपिकों में से	१.कार्यकारी निदेशक २ अनुसूचित जाति/ जनजाति का एक वाह्य अधिकारी सदस्य	लागू नहीं	
1	2	3	4	5
15 . आशुलिपिक (ग्रेड-II)	3	मध्य स्तर प्रबन्धन गैर तकनीक	पे.बैंड २ 93,00- 34,800 पे.4200	गैर चयन
6	7	8	9	10
लागू नहीं	तीस वर्ष से अधिक नहीं	(1) मान्यता प्राप्त विश्वविद्यालय स्नातक उपाधि (2) तकनीक शिक्षा बोर्ड से अंग्रेजी टाइपिंग की परीक्षा ४० शब्द प्रति मिनट एवं अंग्रेजी आशुलिपिक परीक्षा १२० शब्द प्रति मिनट की गति से उत्तीर्ण की हो	आयु नहीं शैक्षणिक योग्यता नहीं	2 वर्ष
11	12	13	14	
पदोन्नीत जिसके न हो सकने पर सीधी भर्ती	आशुलिपिक (ग्रेड-III)के उन कर्मियों द्वारा जो उपरोक्त ग्रेड में न्यूनतम १० वर्ष की सेवा कर चुके हो तथा प्रविणता परीक्षा अंग्रेजी टाइप की परीक्षा 40 शब्द प्रति मिनट एवं अंग्रेजी आशुलिपिक परीक्षा १२० शब्द प्रति मिनट की गति से उत्तीर्ण कर ले	(1) कार्यकारी निदेशक -अध्यक्ष (2) सचिव-सदस्य (3) अनुसूचित जाति/जनजाति वाह्य अधिकारी-सदस्य	लागू नहीं	
1	2	3	4	5
12 . वरिष्ठ अनुवादक	1	मध्य स्तर प्रबन्धन गैर तकनीक	पे.बैंड-2 93,00- 34,800	लागू नहीं

			ग्रेड पे.4200	
6	7	8	9	10
लागू नहीं	30 वर्ष से अधिक नहीं	अनिवार्य: (1)(क)हिन्दी/अंग्रेजी में किसी मान्यता प्राप्त विश्वविद्यालय से स्नातकोत्तर उपाधि जबकि स्नातक स्तर पर अंग्रेजी/हिन्दी अनिवार्य/वैकल्पिक विषय के रूप में अध्ययन किया गया हो अथवा परीक्षा का माध्यम रहा हो अथवा (ख)हिन्दी/अंग्रेजी से इतर किसी विषय में स्नातकोत्तर उपाधि जबकि स्नातक स्तर पर अंग्रेजी/हिन्दी में से एक विषय के रूप में अध्ययन किया हो तथा दूसरा परीक्षा का माध्यम रहा हो अथवा (ग)हिन्दी/अंग्रेजी से इतर किसी विषय में स्नातकोत्तर उपाधि जबकि स्नातक स्तर पर अंग्रेजी/हिन्दी में से कोई एक अनिवार्य विषय के रूप में तथा दूसरा वैकल्पिक विषय के रूप में रहा हो अथवा परीक्षा का माध्यम रहा हो । (2) हिन्दी से अंग्रेजी और अंग्रेजी से हिन्दी के रूप में अनुवाद को मान्यता प्राप्त डिप्लोमा अथवा प्रमाण पत्र वांछनीय: अंग्रेजी से हिन्दी तथा हिन्दी से अंग्रेजी में अनुवाद करने की योग्यता	लागू नहीं	दो वर्ष
11	12	13	14	
सीधी भर्ती	लागू नहीं	1.अध्यक्ष-अध्यक्ष 2.कार्यकारी निदेशक- सदस्य 3. अनुसूचित जाति/जनजाति का एक एक वाह्य अधिकारी-सदस्य	लागू नहीं	

1	2	3	4	5
13 . सांख्यिकी सहायक	1	मध्य स्तर प्रबन्धन, तकनीकी	पे.बैंड-2 9,300- 34,800 पे.4200	लागू नहीं
6	7	8	9	10
लागू नहीं	तीस वर्ष से अधिक नहीं	अनिवार्य: (I) सांख्यिकी में स्नातक उपाधि अथवा गणित/अर्थशास्त्र/वाणिज्य में स्नातकोत्तर उपाधि बशर्त सांख्यिकी का अध्ययन एक विषय/पर्व के रूप में किया हो (II) सांख्यिकी आंकड़ा के विश्लेषण में तीन वर्ष का अनुभव वांछनीय: भारतीय सांख्यिकी संस्थान अथवा भारतीय कृषि सांख्यिकी शोध संस्थान से डिप्लोमा	आयु: नहीं शैक्षणिक योग्यता नहीं	सीधी भर्ती वाले अभ्यर्थियों हेतु दो वर्ष
11	12	13	14	
पदोन्नीत द्वारा जिसके न हो सकने पर प्रतिनियुक्ति द्वारा जिसके न हो सकने पर सीधी भर्ती द्वारा	प्रदोन्नीत: गणित अथवा सांख्यिकी विषय के साथ स्नातक उपाधि प्राप्त एवं १० वर्ष की सतत् सेवा वाले उच्च श्रेणी लिपिकों में से बशर्त गणित के साथ स्नातक उपाधि रखने वाले अभ्यर्थियों ने सांख्यिकी का एक पर्व के रूप में अध्ययन किया हो।	1.अध्यक्ष-अध्यक्ष 2.कार्यकारी निदेशक- सदस्य 3. अनुसूचित जाति/जनजाति का एक वाह्य अधिकारी-सदस्य	लागू नहीं	
1	2	3	4	5
14 . सहायक	13	मध्य प्रबन्धन स्तर तकनीकी	पे.बैंड २ 9,300- 34,800 पे.4200	गैर चयन
6	7	8	9	10
लागू नहीं	तीस वर्ष से अधिक नहीं	(1) मान्यता प्राप्त विश्वविद्यालय से स्नातक उपाधि	आयु: नहीं शैक्षणिक:	दो वर्ष

		(2) प्रशासन/लेखा क्षेत्र योग्यता में 3 वर्ष का अनुभव	योग्यता नहीं	
11	12	13	14	
पदोन्नीत द्वारा जिसके न हो सकने पर सीधी भर्ती द्वारा	पदोन्नीत: उच्च श्रेणी लिपिकों में से जिन्होंने ग्रेड में 90 वर्ष तक नियमित सेवा की हो।	(1) कार्यकारी निदेशक-अध्यक्ष (2) सचिव-सदस्य (3) अनुसूचित जाति/जनजाति का एक वाह्य अधिकारी-सदस्य	लागू नहीं	
1	2	3	4	5
14 आशुलिपिक (ग्रेड-II)	3	मध्य प्रबन्धन स्तर तकनीकी	गैर पे.बैंड 2 9,300- 34,800 ग्रेड पे.4200	गैर चयन
6	7	8	9	10
लागू नहीं	तीस वर्ष से अधिक नहीं	(1) मान्यता प्राप्त विश्वविद्यालय से स्नातक उपाधि (2) तकनीकी शिक्षा बोर्ड से अंग्रेजी टंकण में 80 शब्द प्रति मिनट एवं अंग्रेजी आशुलिपिक में 920 शब्द प्रति मिनट की गति से परीक्षा उत्तीर्ण की हो।	आयु: नहीं शैक्षणिक: योग्य नहीं	सीधी भर्ती वालों के लिए 2 वर्ष
11	12	13	14	
प्रोन्नीत, जिसके न हो सकने पर सीधी भर्ती द्वारा	उन आशुलिपि (ग्रेड-III) में से जिन्होंने 90 वर्ष की नियमित सेवा ग्रेड में की हो तथा दक्षता परीक्षा अंग्रेजी टिप्पण में 80 शब्द प्रति मिनट और अंग्रेजी आशुलिपि में 120 शब्द प्रति मिनट की गति से उत्तीर्ण की हो।	(1) कार्यकारी निदेशक-अध्यक्ष (2) सचिव-सदस्य (3) अनुसूचित जाति / जनजाति का एक वाह्य अधिकारी-सदस्य	लागू नहीं	
1	2	3	4	5
16. उच्च श्रेणी लिपिक रोकड़िया	43	कनिष्ठ प्रबन्धन स्तर गैर तकनीक	पे.बैंड: 1 5,200-	गैर चयन

			20,200 ग्रेड पे. 2400	
6	7	8	9	10
लागू नहीं	लागू नहीं	लागू नहीं	लागू नहीं	लागू नहीं
11	12	13	14	
प्रोन्तीत द्वारा	अवर श्रेणी लिपिक/हिन्दी टंकक जिन्होंने 8 वर्ष तक नियमित सेवा की हो। अवर श्रेणी लिपिक एवं हिन्दी टंकक की वरिष्ठता का निर्धारण उनकी ग्रेड में प्रविष्टि की तिथि से होगा।	(1) कार्यकारी निदेशक -अध्यक्ष (2) सचिव-सदस्य (3) अनुसूचित जाति / जनजाति एक वाह्य अधिकारी-सदस्य	लागू नहीं	
1	2	3	4	5
17. आशुलिपिक (ग्रेड III)	4	कनिष्ठ प्रबन्धन स्तर गैर तकनीक	पे.बैंड:1 5,200- 20,200 ग्रेड पे. 2400	लागू नहीं
6	7	8	9	10
लागू नहीं	तीस वर्ष से अधिक नहीं	अनिवार्य:(1) 10+2 अथवा समकक्ष (2) तकनीकी शिक्षा बोर्ड से अंग्रेजी टंकण में 30 शब्द प्रति मिनट की गति एवं अंग्रेजी आशुलिपि में 120 शब्द प्रति मिनट की गति, से परीक्षा उत्तीर्ण की हो। वांछनीय: मान्यता प्राप्त विश्वविद्यालय से स्नातक उपाधि	लागू नहीं	दो वर्ष
11	12	13	14	

सीधी भर्ती द्वारा	लागू नहीं	(केवल स्थायीकरण हेतु) (1) कार्यकारी निदेशक -अध्यक्ष (2) सचिव-सदस्य (3) अनुसूचित जाति / जनजाति का एक वाह्य अधिकारी-सदस्य	लागू नहीं	
1	2	3	4	5
18. अवर श्रेणी लिपिक	52	कनिष्ठ प्रबन्धन स्तर गैर तकनीक	पे.बैंड: 1 5,200- 20,200 ग्रेड पे. 1900	गैर चयन
6	7	8	9	10
लागू नहीं	तीस वर्ष से अधिक नहीं	अनिवार्य: (1) 10+2 अथवा समकक्ष (2) तकनीकी शिक्षा बोर्ड से अंग्रेजी की निम्न ग्रेड परीक्षा 30 शब्द प्रति मिनट की गति से उत्तीर्ण की हो। वांछनीय: मान्यता प्राप्त विश्वविद्यालय से स्नातक उपाधि	आयु: नहीं शैक्षणिक: यो नहीं	दो वर्ष
11	12	13	14	
सीधी भर्ती और प्रोन्तीत एवं 1 के अनुपात में 3	प्रोन्तीत: 1. 10 वीं उत्तीर्ण व बहु उद्देश्य कर्मी जिन्होंने 10 वर्ष की नियमित सेवा की हो। 2. अर्ह अभ्यर्थी न मिलने पर रिक्तियां सीधी भर्ती द्वारा भरी जाएंगी। 3. वे बहु उद्देश्य कर्मी जो नियुक्ति तिथि पर 45 वर्ष की आयु पूर्ण कर चुके हो, टंकण परीक्षा से छूट के पात्र होंगे।	(1) कार्यकारी निदेशक -अध्यक्ष (2) सचिव-सदस्य (3) अनुसूचित जाति / जनजाति का एक वाह्य अधिकारी-सदस्य	लागू नहीं	

879 GI/13-6

1.	2	3	4	5
19. क्षेत्र सहायक	158	कनिष्ठ प्रबन्धन स्तर	पे.बैंड: 1 5,200- 20,200 ग्रेड पे. 1900	गैर चयन
6	7	8	9	10
लागू नहीं	तीस वर्ष से अधिक नहीं	अनिवार्य: (1) 10+2 अथवा समकक्ष (2) तम्बाकू रोपण एवं ग्रेडिंग का ज्ञान वांछनीय: मान्यता प्राप्त विश्वविद्यालय से स्नातक उपाधि	आयु: नहीं शैक्षणिक: यो नहीं	दो वर्ष
11	12	13	14	
सीधी भर्ती और प्रोन्तीत एवं 1 के अनुपात में 3	प्रोन्तीत: 1. शैक्षणिक योग्यता प्राप्त बहु-उद्देशीय कर्मियों जिन्होंने पद पर 10 वर्ष की नियमित सेवा की हो में से। यदि अहर्ता प्राप्त अभ्यर्थी उपलब्ध न हो, रिक्तियां सीधी भर्ती द्वारा भरी जाएंगी।	1) कार्यकारी निदेशक -अध्यक्ष (2) सचिव-सदस्य (3) अनुसूचित जाति / जनजाति एक वाह्य अधिकारी-सदस्य	लागू नहीं	
1	2	3	4	5
20. चालक (साधारण ग्रेड)	10	कनिष्ठ प्रबन्धन स्तर, गैर तकनीक	पे.बैंड-1 5200- 20,200 ग्रेड पे.1900	चयन
6	7	8	9	10
लागू नहीं	30 वर्ष से अधिक नहीं	अनिवार्य: 1. 10वीं कक्षा उत्तीर्ण अथवा समकक्ष 2. हल्के मोटर वाहन चलाने का लाइसेंस होना चाहिए। 3. हल्के मोटर वाहन चलाने का	आयु नहीं	दो वर्ष

		न्यूनतम दो वर्ष का अनुभव हो ।		
11	12	13	14	
प्रोन्नीत एवं सीधी भर्ती में 1:1 के अनुपात द्वारा यदि उपयुक्त विभागीय कर्मी उपलब्ध न होने पर प्रोन्नीत कोटा के पर सीधी भर्ती द्वारा भरे जा सकते हैं ।	नियमित बहु-उद्देशीय कर्मियों में से इच्छुक अभ्यर्थियों का कार चलान में दक्षता परीक्षण होगा । दक्षता परीक्षण में स्टाफ कार चालन हेतु मानक पूरे करने वाले अभ्यर्थियों से प्रोन्नीत कोटा पूरित किया जाएगा ।	1. कार्यकारी निदेशक-अध्यक्ष 2. सचिव-सदस्य 3. अनुसूचित जाति/जनजाति का एक वाह्य अधिकारी-सदस्य	लागू नहीं	
1	2	3	4	5
21. गेस्टेटर प्रचालक	1	कनिष्ठ प्रबन्धन स्तर, गैर तकनीक	पे.बैंड-1 5200- 20,200 ग्रेड पे.1900	गैर चयन
6	7	8	9	10
लागू नहीं	लागू नहीं	लागू नहीं	लागू नहीं	लागू नहीं
11	12	13	14	
प्रोन्नीत द्वारा	प्रोन्नीत: ग्रेड में 7 वर्ष की नियमित सेवा वाले उन बहु-उद्देशीय कर्मियों से जिन्हें गेस्टेटर मशीन के प्रचालन में दक्षता प्राप्त हो ।	1. कार्यकारी निदेशक-अध्यक्ष 2. सचिव-सदस्य 3. अनुसूचित जाति/ जनजाति का एक वाह्य अधिकारी-सदस्य	लागू नहीं	
1	2	3	4	5
22. बहु-उद्देशीय कर्मी	140	कनिष्ठ प्रबन्धन स्तर, गैर तकनीकी	पे.बैंड-1 5200- 20,200 पे.1800	लागू नहीं
6	7	8	9	10
लागू नहीं	30 वर्ष से अधिक नहीं	10 वीं कक्षा उत्तीर्ण अथवा	लागू नहीं	दो वर्ष

		समकक्ष		
11	12	13	14	
सीधी भर्ती द्वारा	लागू नहीं	1. कार्यकारी निदेशक-अध्यक्ष 2. सचिव-सदस्य 3. अनुसूचित जाति/ जनजाति का एक वाह्य अधिकारी-सदस्य	लागू नहीं ।	
1	2	3	4	5
23. वरिष्ठ क्षेत्र सहायक	45	कनिष्ठ प्रबन्धन स्तर, गैर तकनीकी	पे.बैंड-1 5200- 20,200 पे.2400	गैर चयन
6	7	8	9	10
लागू नहीं	लागू नहीं	लागू नहीं	लागू नहीं	लागू नहीं
11	12	13	14	
प्रोन्नीत द्वारा	प्रोन्नीत उन सहायकों से जिन्होंने संबद्ध ग्रेड में 8 वर्ष की नियमित सेवा की हो ।	1. कार्यकारी निदेशक-अध्यक्ष 2. सचिव-सदस्य 3. अनुसूचित जाति/ जनजाति का एक वाह्य अधिकारी-सदस्य	लागू नहीं	
1	2	3	4	5
24. हिन्दी टंकक	2	कनिष्ठ प्रबन्धन स्तर, गैर तकनीकी	पे.बैंड-2 5200- 20,200 ग्रेड पे.1900	लागू नहीं
6	7	8	9	10
लागू नहीं	तीस वर्ष से अधिक नहीं	अनिवार्य: 12+2 अथवा समकक्ष उत्तीर्ण, हिन्दी टंकण की गति 25 शब्द प्रति मिनट होना अनिवार्य हैं । वांछनीय: 1. तकनीक शिक्षा बोर्ड से अंग्रेजी टंकण 30 शब्द प्रति मिनट की गति से उत्तीर्ण किया हो 2. मान्यता प्राप्त विश्वविद्यालय से		

		स्नातक		
11	12	13	14	
प्रोन्नीत द्वारा जिसके न हो सकने पर सीधी भर्ती द्वारा	उन नियमित बहु-उद्देशीय कर्मियों से जा कॉलम 8 में सीधी भर्ती हेतु निघारित योग्यताए रखते हों ।	1. कार्यकारी निदेशक-अध्यक्ष 2. सचिव-सदस्य 3. अनुसूचित जाति/ जनजाति का एक वाह्य अधिकारी-सदस्य	लागू नहीं	
1	2	3	4	5
25. पद्धति विश्लेषक	1	वरिष्ठ प्रबन्धन स्तर तकनीक	पे. बैंड-3 15,600- 39,100 ग्रेड पे. 5400	चयन
6	7	8	9	10
लागू नहीं	35 वर्ष से अधिक नहीं	अनिवार्य: (1) सांख्यिकी/गणित(सांख्यिकी)/ ऑपरेशन रिसर्च/भौतिकी अथवा अर्थशास्त्र(सांख्यिकी सहित)/वाणिज्य (सांख्यिकी सहित)में स्नातकोत्तर उपाधि अथवा इंजीनियरिंग/कम्प्यूटर विज्ञान में डिग्री 2. डाटा प्रासेसिंग का 3 वर्ष का अनुभव जिसमें से कम से कम 1 वर्ष का अनुभव इलेक्ट्रॉनिक कंप्यूटर पर वास्तविक प्रोग्रामिंग में होना चाहिए । वांछनीयः(1)इंजीनियरिंग में मास्टर डिग्री या उल्लिखित किसी भी विषय में डॉक्टोरल डिग्री । (2) कम्प्यूटर प्रोग्रामिंग/सिस्टम/डिजाइन/ विश्लेषण में औपचारिक प्राशिक्षण । (3) एक या अधिक प्रोग्रामिंग भाषाओं का ज्ञान भर्ती के समय उल्लेख किया जाए ।	आयु: नहीं शैक्षणिक योग्यता-हाँ	दो वर्ष

879 GI/13-7

11	12	13	14	
प्रोन्नीत द्वारा, जिसके ने हो सकने पर सीधी भर्ती द्वारा	प्रोग्रामर के पद पर 2 वर्ष की नियमित सेवा वाले अभ्यर्थियों में से ।	1. अध्यक्ष-अध्यक्ष 2. कार्यकारी निदेशक-सदस्य 3. अनुसूचित जाति/ जनजाति का एक वाह्य अधिकारी-सदस्य	लागू नहीं	
1	2	3	4	5
26. प्रोग्रामर	1	मध्य प्रबन्धन स्तर गैर तकनीक	पे.बैंड-2 9300- 34,800 ग्रेड पे.4800	लागू नहीं
6	7	8	9	10
लागू नहीं	तीस वर्ष से अधिक नहीं	अनिवार्य: गणित/सांख्यिकी/ऑपरेशन रिसर्च/वाणिज्य अथवा अर्थशास्त्र में स्नातकोत्तर उपाधि तथा कम्प्यूटर का ज्ञान स्नातकोत्तर डिप्लोमा न्यूनतम 3 वर्ष का संबंधित अनुभव	लागू नहीं	दो वर्ष
11	12	13	14	
सीधी भर्ती द्वारा	लागू नहीं	(केवल स्थायीकरण हेतु) 1. अध्यक्ष-अध्यक्ष 2. कार्यकारी निदेशक-सदस्य 3. अनुसूचित जाति/ जनजाति का एक वाह्य अधिकारी-सदस्य	लागू नहीं	
1	2	3	4	5
27. निदेशक (नीलामी)	1	वरिष्ठ प्रबन्धन स्तर, प्रतिनियुक्ति पद	पे.बैंड-3 15,600- 39,100 ग्रेड पे. 7600	लागू नहीं
6	7	8	9	10
लागू नहीं	लागू नहीं	लागू नहीं	लागू नहीं	लागू नहीं
11	12	13	14	
गैर-सी.एस स.पद के तहत प्रतिनियुक्ति । भारत सरकार के वे उप-सचिव/निदेशक	नियुक्ति भारत सरकार के उप सचिव/निदेशक स्तर के अधिकारियों में	भारत सरकार के नियमों के तहत सी.एस.वी. द्वारा	लागू नहीं	

स्तर के अधिकारी जो सी.एस.एस. (केन्द्रीय स्टाफिंग स्कीम) के तहत भारत सरकार में उप सचिव/निदेशक स्तर पर नियुक्ति हेतु अर्ह हैं, इस पर गैर-सी.एस.एस. के नियुक्त किए जा सकते हैं।	से सी.एस.बी. द्वारा की जाएगी। प्रतिनियुक्ति की अवधि 4/4 वर्ष है।			
1	2	3	4	5
28. हिन्दी अधिकारी	1	मध्य प्रबन्धन स्तर, गैर तकनीक	पे.बैंड-2 9,300- 34,800	चयन
6	7	8	9	10
लागू नहीं	35 वर्ष से अधिक नहीं	अनिवार्यः (1) हिन्दी में स्नातकोत्तर उपाधि अथवा समकक्ष तथा स्नातक स्तर पर अंग्रेजी भी एक विषय रहा हो अथवा स्नातक स्तर पर हिन्दी विषय के साथ अंग्रेजी में स्नातकोत्तर या समकक्ष अथवा किसी भी विषय में स्नातकोत्तर या समकक्ष (हिन्दी माध्यम से) तथा स्नातक स्तर पर हिन्दी एक विषय रहा हो अथवा अंग्रेजी माध्यम से किसी भी विषय में स्नातकोत्तर या समकक्ष तथा स्नातक स्तर पर अंग्रेजी एवं विषय रहा हो (2) हिन्दी में शब्दावली कार्य/अंग्रेजी से हिन्दी या हिन्दी से अंग्रेजी अनुवाद में 5 वर्ष का अनुभव। अनुवाद वरीयतः तकनीक या वैज्ञानिक साहित्य में होना चाहिए। या हिन्दी अध्यापन, शोध/प्रत्रकारिता में 5 वर्ष का अनुभव वांछनीयः (1) संस्कृत और/अथवा तेलुगु भाषा का ज्ञान।	लागू नहीं	दो वर्ष (सीधी भर्ती वालों हेतु)

		(2) प्रशासनिक अनुभव (3) प्रारूपण व ट्रेनिंग अथवा हिन्दी कक्षा/कार्यशाला आयोजन का अनुभव		
11	12	13	14	
प्रोन्नीत द्वारा जिसके न हो सकने पर प्रतिनियुक्ति/सीधी भर्ती द्वारा	प्रोन्नीत: तीन वर्ष की नियमित सेवा वाले वरिष्ठ अनुवादकों में से । प्रतिनियुक्ति: केन्द्र सरकार/राज्य सरकार/स्वामत्वशासी संस्थान के वे अधिकारी जो सहश्य पद धारित करते हो अथवा 4200 ग्रेड पे. में 3 वर्ष की नियमित सेवा कर चुके हो तथा कालम 8 में सीधी भर्ती द्वारा नियुक्ति हेतु सभी अहताएं रखते हो । प्रतिनियुक्ति की अवधि सामान्यतः 3 वर्ष अधिक नहीं होगी ।	1. अध्यक्ष-अध्यक्ष 2. कार्यकारी निदेशक-सदस्य 3. अनुसूचित जाति/ जनजाति का एक वाह्य अधिकारी-सदस्य	लागू नहीं	
1	2	3	4	5
29. संगणक प्रचालक (ग्रेड-बी)	27	कनिष्ठ प्रबन्धन स्तर गैर तकनीक	पे.बैंड-1 5200- 20,200 ग्रेड पे. 2800	चयन
6	7	8	9	10
लागू नहीं	तीस वर्ष से अधिक नहीं	अनिवार्य: (1)मान्यता प्राप्त विश्वविद्यालय से स्नातक उपाधि (2)टंकण का ज्ञान (3)कम्प्यूटर पर 8000 कुंजी प्रसरण/प्रति घंटा की गति वांछनीय: (1) (2)	आयु नहीं योग्यता:हाँ	दो वर्ष
11	12	13	14	
प्रोन्नीत द्वारा जिसके न हो सकने पर सीधी भर्ती द्वारा	प्रोन्नीत: निर्धारित अहर्ता धारित करने वाले श्रेणी	(स्थायीकरण हेतु) 1. कार्यकारी निदेशक-अध्यक्ष	लागू नहीं	

	लिपिकों/क्षेत्र सहायकों में से	2. सचिव-सदस्य 3. अनुसूचित जाति/ जनजाति का एक वाह्य अधिकारी-सदस्य		
1	2	3	4	5
30. केयर टेकर	1	मध्य प्रबन्धन स्तर गैर तकनीकी	पे.बैंड-2 9300- 34,800 ग्रेड पे. 4200	लागू नहीं
6	7	8	9	10
लागू नहीं	लागू नहीं	लागू नहीं	लागू नहीं	लागू नहीं
11	12	13	14	
प्रतिनियुक्ति द्वारा	प्रतिनियुक्ति: केन्द्र सरकार/राज्य सरकार/केन्द्र अथवा राज्य सरकार के सार्वजनिक उपक्रमों या स्वायत्त शासी निकायों के अधिकारी जो (क)(i)नियमित आधार पर सदृश्य पर हो अथवा (ii) नियमित आधार पर पे.बैंड-1 में 5200-20,200 के स्केल में 2400 ग्रेड पे.में न्यूनतम 10 वर्ष की सेवा कर चुके हो। (ख)जिन्हें केयर टैकिंग जैसे सफाई,अग्नि सुरक्षा, फर्नीचर तथा फर्निशिंग सहित कार्यालय भवन की देख भाल कार्यालय उपस्कर तथा उपकरणों का रखरखाव,बैठकों तथा सम्मेलनों की व्यवस्था,समूह 'घ' तथा दैनिक वेतन भोगी	लागू नहीं	लागू नहीं	

	कर्मियों के प्रबन्धन का अनुभव हों। वांछनीय: सफाई, सार्वजनिक स्वास्थ्य, अग्नि सुरक्षा या सिविल अभियंत्रण में प्रशिक्षण/प्रतिनियुक्ति सर्वोच्च सामान्यतः 3 वर्ष से अधिक नहीं होगी।			
1	2	3	4	5
31. स्टाफ कार चालक (ग्रेड-I)	11	कनिष्ठ प्रबन्धन स्तर, गैर तकनीकी	पे. बैंड-1 5200- 20,200 ग्रेड पे. 2800	गैर चयन
6	7	8	9	10
लागू नहीं	लागू नहीं	लागू नहीं	लागू नहीं	लागू नहीं
11	12	13	14	
प्रोन्नीत द्वारा	प्रोन्नीत: 1. 5 वर्ष की नियमित सेवा वाले स्टाफ कार चालकों (ग्रेड-II) प्रोन्नीत द्वारा बशर्तें वे बोर्ड द्वारा आयोजित ट्रेड परीक्षा उत्तीर्ण कर ले। (2)(1) द्वारा निर्धारित संख्या में रिक्ति पूर्ति न होने पर 13 वर्ष की नियमित सेवा वाले वे स्टाफ कार चालक (साधारण ग्रेड) जो बोर्ड द्वारा आयोजित ट्रेड परीक्षा उत्तीर्ण कर ले, प्रोन्नीत किए जा सकते हैं।	1. कार्यकारी निदेशक-अध्यक्ष 2. सचिव-सदस्य 3. अनुसूचित जाति/ जनजाति का एक वाह्य अधिकारी-सदस्य	लागू नहीं	
1	2	3	4	5
32. स्टाफ कार चालक (ग्रेड-II)	10	कनिष्ठ प्रबन्धन स्तर, गैर तकनीकी	पे. बैंड-1 5200- 20,200 ग्रेड पे. 2400	गैर चयन

6	7	8	9	10
लागू नहीं	लागू नहीं	लागू नहीं	लागू नहीं	लागू नहीं
11	12	13	14	
प्रोन्नीत द्वारा	8 वर्ष की नियमित सेवा वाले उन स्टाफ कार चालक साधारण ग्रेड में से जो बोर्ड द्वारा आयोजित ट्रेड परीक्षा उत्तीर्ण कर ले।	1. कार्यकारी निदेशक-अध्यक्ष 2. सचिव-सदस्य 3. अनुसूचित जाति/ जनजाति का एक वाह्य अधिकारी-सदस्य	लागू नहीं	
1	2	3	4	5
33. विशेष ग्रेड चालक	1	मध्य प्रबन्धन स्तर गैर तकनीकी	पे. बैंड-2 9300- 34,800 ग्रेड पे. 4200	गैर चयन
6	7	8	9	10
लागू नहीं	लागू नहीं	लागू नहीं	लागू नहीं	लागू नहीं
11	12	13	14	
प्रोन्नीत द्वारा	6 वर्ष की नियमित सेवा वाले उन स्टाफ कार चालकों (ग्रेड-I)- में से जो बोर्ड द्वारा आयोजित ट्रेड परीक्षा उत्तीर्ण कर ले।	1. कार्यकारी निदेशक-अध्यक्ष 2. सचिव-सदस्य 3. अनुसूचित जाति/ जनजाति का एक वाह्य अधिकारी-सदस्य	लागू नहीं	
1	2	3	4	5
34. आशुलिपिक (ग्रेड-I)	1	मध्य प्रबन्धन स्तर गैर तकनीकी	पे. बैंड-2 9300- 34,800 ग्रेड पे. 4200	गैर चयन
6	7	8	9	10
लागू नहीं	लागू नहीं	लागू नहीं	लागू नहीं	लागू नहीं
11	12	13	14	
प्रोन्नीत द्वारा जिसके न हो सकने पर प्रतिनियुक्ति द्वारा	प्रोन्नीत (i) 3 वर्ष की नियमित सेवा वाले आशुलिपिक (ग्रेड- II) में से	1. अध्यक्ष-अध्यक्ष 2. कार्यकारी निदेशक-सदस्य 3. अनुसूचित जाति/ जनजाति का एक वाह्य अधिकारी-सदस्य	लागू नहीं	

	(ii)(1)की अनुपलब्धता की स्थिति में ऐसे आशुलिपिक (ग्रेड II) में से, जिनकी आशुलिपिक ग्रेड (II) एवं आशुलिपिक ग्रेड (III) में कुल सेवा 10 वर्ष की हो प्रतिनियुक्ति: केन्द्र/राज्य सरकार/सार्वजनिक उपक्रमों के उन अधिकारियों में से जो पे.बैंड 2 में 9300-34,800 स्केल में 4200 ग्रेड पे.के साथ 5 वर्ष का अनुभव रखते हो अथवा सदृश्य पद पर 3 वर्ष का कार्यानुभव रखते हों । (प्रतिनियुक्ति की अवधि 3 वर्ष से अधिक नहीं होगी)			
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असित त्रिपाठी, संयुक्त सचिव

[विज्ञापन III/4/असा./153/12]

नोट : (I) आयु सीमा निर्धारित करने के लिए निर्णायक तारीख अभ्यर्थियों से आवेदन पत्र प्राप्त करने के लिए नियत की गई अंतिम तारीख होगी । असम, मेघालय, अरुणाचल प्रदेश, मिजोरम, मणिपुर, नागालैंड, त्रिपुरा, सिक्किम, जम्मू एवं कश्मीर राज्य का लद्दाख प्रभाग लाहल और स्पीति जिले और हिमाचल प्रदेश के चम्बा जिले का पांगी उप प्रभाग एवं अंडमान निकोबार द्वीप समूह अथवा लक्षद्वीप के अभ्यर्थियों को प्रदान की गई आवेदन पत्र की अंतिम प्राप्ति की अंतिम तिथि आयु निर्धारण के लिए विचारणीय नहीं होगी ।

(II) रोजगार कार्यालयों द्वारा की जाने वाली नियुक्तियों हेतु आयु निर्धारण के लिए निर्णायक तारीख वह तारीख होगी जिस दिन तक रोजगार कार्यालय से नाम भेजने को कहा जाएगा ।

TOBACCO BOARD, GUNTUR

MINISTRY OF COMMERCE AND INDUSTRY

(Department of Commerce)

NOTIFICATION

New Delhi, the 1st March, 2013

No. 2/5/2011-EP (Agri.-VI).— In exercise of the powers conferred by sub-section (4) of Section 6 read with sub-sections (1) and (2) of section 33 of the Tobacco Board Act, 1975, (4 of 1975) and in supersession of the Tobacco Board (Recruitment) Regulations, 2002, published in the Gazette of India, Part III - Section 4, vide No. 8 (4)/ 98-EP (Agri.VI) dated the 19th September, 2002, except as respects things done or omitted to be done before such

supersession the Tobacco Board hereby makes the following Regulations, the same having been approved by the Central Government as required by sub-section (3) of section 33 of the said Act, namely:-

1. Short title and commencement:- These 'Regulations' may be called the Tobacco Board (Recruitment) Regulations, 2013.
2. They shall come in to force on the date of their publication in the Official Gazette.

1. Definitions: In these Regulations, unless the context otherwise requires :-

- (a) "Board" means the Tobacco Board established under Section 4 of the Tobacco Board Act, 1975.
- (b) "Board's employees" means any person employed under the Board other than the Chairman appointed under clause (a) of sub-section 4 of section 4, the Executive Director appointed under sub-section- 1 of section 6, and Secretary appointed under sub-section 2 of section 6, of the Tobacco Board Act, 1975 and the Officers on deputation to the Board.
- (c) "Pay" means the pay as defined under the Fundamental Rules and Supplementary Rules of the Central Government.

[d] Classification of posts :-

- (i) Senior Level Management : All posts carrying a pay or a pay band with a maximum of Rs. 39,100/- and above.
- (ii) Middle Level Management: All posts carrying a pay or a pay band with a maximum of Rs. 34,800/- and above up to Rs.39, 099/-.
- (iii) Junior Level Management: All posts carrying a pay or a pay band with a maximum of Rs. 20,200/-.

[e] "Appointing Authority" in relation to a Board's employee means the authority empowered to make appointment to the posts as detailed below namely:-

- Chairman :- (i) For posts under 'Senior Level Management' other than key posts identified in prior consultation with the Government, the maximum of scale of pay of which does not exceed Rs.39,100/- per mensem in the case of non technical and

879 GI/13-9

Rs.39,100/-per mensem in the case of technical and for posts the maximum of scale of pay of which exceeds Rs.39,100/- per mensem in the case of non technical and Rs.39,100/- per mensem in the case of technical, with the approval of the Board.

- (ii) For posts under 'Middle Level Management'

Executive Director:- For posts under 'Junior Level Management'; subject to the overall authority of the Chairman.

[f] "Schedule" means the Schedule to these Regulations.

[g] "Service" means the service under the Tobacco Board.

[h] "Direct Recruitment" means recruitment by calling the candidates from Employment Exchange / inviting applications through advertisement / entertaining applications from the eligible Board's employees:

Provided that a written test may be prescribed wherever deemed necessary by the Chairman as part of the process of direct recruitment. The Board's employees, if recruited will be treated as direct recruits for the purposes of recruitment and will be governed by the Central Government rules regarding counting of past service.

[i] "Deputation" means borrowing the services of employees of Central Government or State Governments or Public Sector Undertakings or Autonomous bodies etc.

[j] "Government" means the Central Government.

3. **Application** These Regulations shall apply to all the posts in the Tobacco Board mentioned in the schedule to the regulations except that of the Chairman, Executive Director, Secretary and any other post specified by Central Government.

4. **Initial constitution** All the persons holding the posts specified in the schedule aforesaid on regular basis, on the date of commencement of these regulations, shall be treated to have been appointed under these regulations and the continuous service rendered by them so far, shall be counted for the purpose of seniority in the respective grades.

5. **Disqualifications:** No person -

- (i) Who has entered into or contracted a marriage with a person having a spouse living; or
- (ii) Who having a spouse living, has entered into or contracted a marriage with any persons, shall be eligible for appointment to the service:

Provided that the Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the

other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

6. **Seniority-** Seniority of a Board's employee in any grade shall be determined in accordance with the instructions issued by the Central Government from time to time.
7. **Seniors being considered by Departmental Promotion Committee-** In cases where a junior who has completed the eligibility service prescribed for promotion is being considered by the Departmental Promotion Committee, all officers senior to him in the grade shall also be considered notwithstanding the fact that they have not put in the requisite service, subject however to the condition that they have satisfactorily completed the probation, if any, prescribed in the grade and are clear from the vigilance angle.
8. **Period of probation-** A person appointed to a post by direct recruitment or by promotion shall be on probation for the period indicated in the schedule:

Provided that the Appointing Authority may extend the period of probation for such period as it deems fit for reasons to be recorded in the order directing the extension.

9. **Termination or completion of probation :**

(1) The Appointing Authority may extend the period of probation of a probationer, if his/her work or conduct in that post is found to be unsatisfactory. The Appointing Authority may terminate the person appointed by direct recruitment to a post other than key posts identified with prior consultation with Central Government or revert a Board's employee appointed to a post by promotion to his / her previous post during or at the end of extended period of probation, if his/ her work or conduct in that post is found to be unsatisfactory even after the completion of extended period of probation.

(2) If the work and conduct of a person appointed by direct recruitment is found to be satisfactory during the period of the prescribed probation or extended period of probation, the Appointing Authority shall, as soon as the Prescribed period of probation is over, or during the extended period of probation or after its completion, as the case may be, declare that he/she has completed his / her probation satisfactorily and confirm him/her to the post, other than key posts identified with prior consultation with the Central Government.

10. **Medical certificate of fitness** A Medical certificate of fitness from the Medical Officer of the rank of Civil Surgeon for Senior Level Management and Middle Level Management posts and Assistant Civil Surgeon for Junior Level Management posts shall be required from every person at the time of his entry into service.

11. **Pension Benefits** The employees of the Board shall be entitled to pension and retirement benefits as per the Central Government Rules as amended from time to time.
12. **Reservations, Relaxations etc., in respect of certain categories of persons** Nothing in these Regulations shall effect reservations, relaxations, of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, the other Backward classes and other special categories of persons in accordance with the orders issued by the Central Government from time to time.
13. **Constitution of Departmental Promotion Committees** The Chairman shall constitute Departmental Promotion Committees for various categories of employees of the Board as per schedules or guidelines issued by the Central Government from time to time.
14. **Other conditions of service** The conditions of service of the employees of the Board in respect of matters for which no provision is made in these regulations shall be the same as are applicable to the employees of the central Government of corresponding category. However the upper age limit for entry into the service of the Board shall be as per in the Schedule and the lower age limit shall be eighteen years. So far as conduct and disciplinary matters are concerned the Board's employees shall be governed by the Central Civil Service (Conduct) Rules, 1964 and Central Civil Services (Classification Control and Appeal) Rules, 1965 respectively as amended from time to time.
15. **Creation of posts** Subject to the provisions of sub-section 4 of section 6 of the Tobacco Board Act, 1975, read with regulation 15 of the Tobacco Board (General) Regulation, 1984 and the Delegation of Financial Powers Rules of the Central Government, as amended from time to time, the Board or the Chairman shall be competent to create posts.
16. **General** The employees of the Board shall be subject to all the provisions of the Tobacco Board Act, 1975 and the Rules and Regulations made there under in so far as they relate to conditions of their service and such other conditions as may be imposed by the Board or the Central Government from time to time.
17. **Power to Relax:** Where the Chairman is of the opinion that it is necessary or expedient so to do, he may, by order, for reasons to be recorded in writing and after obtaining the approval of the Central Government relax any of the provisions of these Regulations with respect to any class or category of persons.

TOBACCO BOARD :: GUNTUR
TOBACCO BOARD (RECRUITMENT) REGULATIONS, 2013
SCHEDULE

Name of the Post	No. of Posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non Selection Post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
1	2	3	4	5	6	7
1. Regional Manager	8	Senior Level Management, Technical	Pay Band: 3; Scale Rs.15600-39100; Grade Pay: Rs.6,600	Selection	Not Applicable	Not exceeding forty Years
Educational and other qualifications required for direct recruits			Whether age and educational qualifications prescribed for direct recruits will apply in case of promotee.		Period of Probation if any	
8			9		10	
Essentials: (1) M.Sc.(Ag) (2) Five years experience in Production, Extension, Marketing and Market Research conducting auctions of tobacco and tobacco products. Out of, these five years not less than three years should be in a responsible supervisory capacity.			Age : No Qualification: No		Two Years	
Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.			If a DPC exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment	
11	12			13	14	
By Promotion failing which by deputation failing both by direct recruitment.	Promotion: 1. Auction Superintendent/Senior Grading Officer with five years regular service in the post. The combined length of service in grade as Auction Superintendent and Senior Grading Officer will be count to determine the seniority for the promotion to Regional Manager.			1. Chairman - 2. Executive Director - 3. Two outside Officers of the rank of Director of	Not Applicable	

		2. Deputation : Officers under the Central / State Government or Central/ State Autonomous Bodies, Public Sector Undertakings holding analogous posts or with five years regular service in the post carrying the pay scale of Rs. 15,600 -39,100 in PB-3 with Grade Pay of Rs.5,400/- and having qualification and the experiences prescribed for direct recruits in col. No.8 (Period of deputation not ordinarily exceeding three years).				which one officer should belonging to Scheduled Caste/ Scheduled Tribe – Member	
Name of the Post	No. of Posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non Selection Post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits	
1	2	3	4	5	6	7	
2. Manager (Finance & Accounts)	1	Senior Level Management, Non-Technical	Pay Band: 3; Scale Rs.15600-39100; Grade Pay: Rs.6,600	Selection	Not Applicable	Not applicable	
Educational and other qualifications required for direct recruits			Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes.		Period of Probation if any		
8			9		10		
Not applicable			No		Not Applicable		
Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filled by various methods			In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.		If a DPC exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment	
11			12		13	14	
Promotion failing which by deputation			3. Promotion: Deputy Manager (Accounts)/ Assistant Manager (Accounts) or its equivalent post with regular service of at least five years. The combined length of service in grade as Deputy Manager (Accounts)/ Assistant Manager (Accounts) will		1. Chairman – Chairman 2. Executive Director – Member 3. Two outside Officers of the rank of Director of which one officer should	Not Applicable	

	<p>be count to determine the seniority for the promotion to Manager (Finance & Accounts)</p> <p>Deputation: By deputation of Audit/Accounts Officers from Indian Audit and Accounts department or Officers in Accounts and Audit holding analogous scale of pay from Central / State Government / Public undertakings or Central / State autonomous bodies in regular service on equivalent post or with seven years service in Pay Band: 3; Scale Rs.15600-39100 with Grade Pay of Rs.5,400. (Period of deputation normally not ordinarily exceeding three years).</p>	<p>belonging to Scheduled Caste/ Scheduled Tribe - Member</p>	
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Name of the Post	No. of Posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non Selection Post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
1	2	3	4	5	6	7
3. Manager (Trading Wing)	1	Senior Level Management, Non-Technical	Pay Band: 3; Scale Rs.15600-39100; Grade Pay: Rs.6,600	Not applicable	Not Applicable	Not exceeding forty years.
Educational and other qualifications required for direct recruits			Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes.		Period of Probation if any	
8			9		10	
Essential: 1. Master's Degree in Agricultural Economics or Commerce. 2. Five years experience in domestic and International Marketing of Tobacco of which at least three years experience in a responsible supervisory capacity.			No		Two Years.	

Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.	If a DPC exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
11	12	13	14
By Direct Recruitment	Not applicable	1. Chairman – Chairman 2. Executive Director – Member 3. Two outside Officers of the rank of Director of which one officer should belong to Scheduled Caste / Scheduled Tribe – Member	Not Applicable

Name of the Post	No. of Posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non Selection Post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
1	2	3	4	5	6	7
4. Auction Superintendent/Senior Grading Officer	55	Senior Level Management Grade, Technical	Pay Band: 3; Scale Rs.15600-39100; Grade Pay: Rs.5,400	Selection	Not Applicable	Not applicable
Educational and other qualifications required for direct recruits			Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes.		Period of Probation if any	
8			9		10	
Not applicable			Not applicable		Not applicable	
Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.		If a DPC exists what is its composition		Circumstances in which UPSC is to be consulted in making recruitment	

11	12	13	14
Promotion failing which by Deputation	Promotion: From amongst Field Officers or Technical Assistants with eight years regular service in the grade. Deputation: Officers of the Central / State Governments, Central / State Public Sector Undertakings and Autonomous Bodies, holding. 1.(i) Analogous posts on regular basis; OR (ii) Post in the pay scale of Rs. 9300-34800 in PB-2 with Grade Pay of Rs.4,200/- or equivalent with eight years regular service in the grade; 2. Having experience in Production/Extension/Marketing and Market Research in tobacco or tobacco products and conducting auctions of tobacco. (Period of deputation shall ordinarily not exceeding three years)	1. Chairman - Chairman 2. Executive Director - Member 3. Secretary - Member 4. One outside Officer belonging to Scheduled Caste/ Scheduled Tribe - Member	Not Applicable

Name of the Post	No. of Posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non Selection Post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
1	2	3	4	5	6	7
5. Deputy Manager (Accounts)	1	Senior Level Management Grade, Non-Technical	Pay Band: 3; Scale Rs.15600-39100; Grade Pay: Rs.5,400	Selection	Not applicable	Not applicable
Educational and other qualifications required for direct recruits			Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes.		Period of Probation if any	
8			9		10	
Not applicable			No		Not applicable	

879 GI/13-11.

Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.	If a DPC exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
11	12	13	14
By Promotion failing which by deputation	<p>Promotion: Superintendent / Accountant or its equivalent post with regular service of at least eight years in either or combined cadre with grade pay of Rs.4,200</p> <p>Deputation: By deputation of Audit Officers/ Accounts Officers with five years service in their grade from Indian Audit and Accounts Departments.</p> <p>OR</p> <p>Officers in Accounts / Audit holding analogous scale of pay from Central / State Governments / Public Undertakings</p> <p>OR</p> <p>Central / State Autonomous Bodies. (Period of deputation normally not exceeding three years.)</p>	<ol style="list-style-type: none"> 1. Chairman - Chairman 2. Executive Director - Member 3. Secretary - Member 4. One outside Officer belonging to Scheduled Caste/ Scheduled Tribe - Member 	Not Applicable

Name of the Post	No. of Posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non Selection Post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
1	2	3	4	5	6	7
6. Assistant Manager(Accounts)	33	Senior Level Management Non-Technical	Pay Band: 3; Scale Rs.15600-39100; Grade Pay: Rs.5,400	Selection	Not applicable	Not applicable
Educational and other qualifications required for direct recruits			Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes.		Period of Probation if any	
8			9		10	
Not applicable			Not applicable		Not applicable	
Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filled by various methods			In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.		If a DPC exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
11			12		13	14
By promotion failing which by deputation			Promotion: Superintendent/Accountant or its equivalent post with regular service of at least eight years in either or combined cadre with grade pay of Rs.4,200 Deputation: Officers of the Central / State Governments, Central / State Public Sector Undertakings and Autonomous Bodies holding- 1. (i) Analogous posts on regular basis, OR (ii) Post in the pay scale of Rs.9300-34800 in PB-2 with Grade Pay of Rs.4,200/- or equivalent with eight years regular service in the grade, 2. Having experience in Administration, Establishment and Accounts matters. (Period of deputation not ordinarily exceed three years)		1. Chairman - Chairman 2. Executive Director - Member 3. Secretary - Member 4. One outside officer belonging to Scheduled Caste/ Scheduled Tribe- Member	Not applicable

Name of the Post	No. of Posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non Selection Post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
1	2	3	4	5	6	7
7. Statistical Officer.	1	Senior Level Management, Technical	Pay Band: 3; Scale Rs.15600-39100; Grade Pay: Rs.5,400	Selection	Not applicable	Not exceeding thirty five years.
Educational and other qualifications required for direct recruits			Whether age and educational qualifications prescribed for direct recruits will apply in case of promotee.		Period of Probation if any	
8			9		10	
Essential: 1. Post Graduate Degree in Statistics or Mathematics/ Commercial Economics with Statistics as one of the subject. Desirable: Three years experience in collection and analysis of statistical data. Preference will be given to those possessing Diploma from Indian Statistical Institute, Calcutta or Indian Agricultural Statistics Research Institute, New Delhi			Age : No Qualification: No		Two years	
Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filled by various methods			In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.		If a DPC exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
11			12		13	14
By promotion failing which by direct recruitment			Promotion: Senior Investigator with eight years regular service in the grade.		1. Chairman – Chairman 2. Executive Director – Member 3. Secretary – Member 4. One outside Officer belonging to Scheduled Caste/ Scheduled Tribe – Member	Not applicable

Name of the Post	No. of Posts	Classifi- cation	Pay Band, Scale and Grade Pay	Whether selection post or non Selection Post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
1	2	3	4	5	6	7
8. Personal Secretary to Chairman	1	Middle Level Management Non- Technical	Pay Band: 2; Scale Rs.9,300- 34,800; Grade Pay: Rs.4,600	Selection	Not applicable	Not applicable
Educational and other qualifications required for direct recruits			Whether age and educational qualifications prescribed for direct recruits will apply in case of promotee.		Period of Probation if any	
8			9		10	
Not applicable			Not applicable		Not applicable	
Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filled by various methods			In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.		If a DPC exists what is its composition	Circumstanc es in which UPSC is to be consulted in making recruitment
11			12		13	14
By Promotion			Promotion: Stenographer (Grade-I) with three years regular service.		1. Chairman - Chairman 2. Executive Director - Member 3. Secretary - Member 4. One outside Officer belonging to Scheduled Caste/ Scheduled Tribe - Member	Not Applicable

879 GI/13-12

Name of the Post	No. of Posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non Selection Post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
1	2	3	4	5	6	7
9. Field Officer/ Technical Assistant	88	Middle Level Management Non-Technical	Pay Band: 2; Scale Rs.9,300-34,800; Grade Pay: Rs.4,200	Non-Selection	Not applicable	Not exceeding thirty years
Educational and other qualifications required for direct recruits			Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes.		Period of Probation if any	
8			9		10	
Essential: 1. B.Sc.(Agriculture). Desirable: Knowledge of tobacco cultivation & grading.			Age: No Qualification: 10 th Passed		Two years for direct recruit	
Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filled by various methods			In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.		If a DPC exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
11			12		13	14
Promotion/Direct Recruitment in the ratio of 1:1			Promotion: From amongst Senior Field Assistants with ten years regular service in the post.		1. Chairman – Chairman 2. Executive Director – Member 3. Secretary – Member 4. One outside Officer belonging to Scheduled Caste/ Scheduled Tribe – Member	Not applicable

Name of the Post	No. of Posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non Selection Post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
1	2	3	4	5	6	7
10. Accountant / Superintendent	33	Middle Level Management, Non-Technical	Pay Band: 2; Scale Rs.9,300-34,800; Grade Pay: Rs.4,200	Selection	Not applicable	Not exceeding 30 years
Educational and other qualifications required for direct recruits			Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes.		Period of Probation if any	
8			9		10	
Degree of a Recognized University			No		Two years	
Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filled by various methods			In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.		If a DPC exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
11			12		13	14
Promotion and Direct recruitment. The appointment through promotion and direct recruitment will be in the ratio of 2:1.			Promotion: (i) 90% s with three years regular service in respective grades failing which Ministerial Assistants with combined regular service of ten years as Assistant and Upper Division Clerk.		1. Chairman – Chairman 2. Executive Director – Member 3. Secretary – Member 4. One outside Officer belonging to Scheduled Caste/ Scheduled Tribe – Member	Not applicable
			(ii) 10% of Stenographers (Grade-II) with three years regular service in the grade, failing which Stenographers (Grade-II) with ten years combined regular service as Stenographer (Grade-II) and Stenographer (Grade-III).			

Name of the Post	No. of Posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non Selection Post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
1	2	3	4	5	6	7
11. Senior Investigator	1	Middle Level Management, Technical	Pay Band: 2; Scale Rs.9,300-34,800; Grade Pay: Rs.4,200	Selection	Not applicable	Not applicable
Educational and other qualifications required for direct recruits			Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes.		Period of Probation if any	
8			9		10	
Not applicable			Not applicable		Not applicable	
Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filled by various methods			In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.		If a DPC exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
11			12		13	14
Promotion failing which by deputation			Promotion : Statistical Assistant with three years regular service in the grade. Deputation : Persons holding analogous post in the organizations with three years service in the post.		1. Chairman – Chairman 2. Executive Director – Member 3. Secretary – Member 4. One outside Officer belonging to Scheduled Caste/ Scheduled Tribe – Member	Not applicable

Name of the Post	No. of Posts	Classifi- cation	Pay Band, Scale and Grade Pay	Whether selection post or non Selection Post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
1	2	3	4	5	6	7
12. Senior Translator	1	Middle Level Management, Non-Technical	Pay Band: 2: Scale Rs.9,300-34,800: Grade Pay: Rs.4,200	Not Applicable	Not applicable	Not exceeding thirty Years.
Educational and other qualifications required for direct recruits			Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes.		Period of Probation if any	
8			9		10	
Essential: (1) (i) Master's Degree of a recognized University in Hindi / English with English / Hindi as compulsory elective subject or as medium of examination at Degree level OR (ii) Master's Degree of a recognized university in any subject other than Hindi / English with Hindi / English medium and English / Hindi as compulsory / elective subject or as medium of examination at Degree level. OR (iii) Master's Degree of a recognized University in any subject other than Hindi / English with Hindi and English as compulsory / elective subject or either of the two as medium of examination and other as compulsory / elective subject at Degree level. AND (2) Recognized Diploma or Certificate course in translation from Hindi to English and vice-versa Desirable: Ability to translate from English to Hindi and vice-versa.			Not Applicable		Two years .	
Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filled by various methods			In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.	If a DPC exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment	
11			12	13	14	
By Direct Recruitment			Not applicable	1. Chairman -Chairman 2. Executive Director - Member	Not applicable	

				3. Secretary - Member 4. One outside Officer belonging to Scheduled Caste / Scheduled Tribe - Member		
Name of the Post	No. of Posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non Selection Post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
1	2	3	4	5	6	7
13. Statistical Assistant	1	Middle Level Management, Technical	Pay Band: 2; Scale Rs.9,300-34,800; Grade Pay: Rs.4,200	Not applicable	Not applicable	Not Exceeding thirty Years
Educational and other qualifications required for direct recruits			Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes.		Period of Probation if any	
8			9		10	
Essential: (i) A Bachelor's Degree in Statistics or a Master's Degree in Mathematics or Economics or Commerce with statistics as one of the subjects (ii) three years experience in Analysis of statistical data Desirable: Diploma from Indian Statistical Institute, Kolkata or Indian Agricultural Statistics Research Institute, New Delhi.			Age: No Educational Qualifications : Yes		Two years for Direct Recruits	
Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filled by various methods			In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.		If a DPC exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
11			12		13	14
By Promotion failing which by Deputation failing which by Direct Recruitment			Promotion : Upper Division Clerks who are graduates in statistics or Mathematics with statistics as one of the subjects and possess ten years regular service in the post. Deputation : persons holding analogous posts in the State Governments or Central		1. Executive Director - Chairman 2. Secretary - Member 3. One outside Officer	Not applicable

			Government with three years experience in the post (Period of deputation shall not exceed three years)		belonging to Scheduled Caste/ Scheduled Tribe - Member	
Name of the Post	No. of Posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non Selection Post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
1	2	3	4	5	6	7
14. Assistant	13	Middle Level Management, Non-Technical	Pay Band: 2; Scale Rs.9,300-34,800; Grade Pay: Rs.4,200	Non Selection	Not applicable	Not exceeding thirty Years.
Educational and other qualifications required for direct recruits			Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes.		Period of Probation if any	
8			9		10	
(1) Degree of a Recognized University (2) Three years experience in the field of Administration, Accounts.			Age: No Educational Qualifications : No		Two years for Direct Recruits	
Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filled by various methods			In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.		If a DPC exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
11			12		13	14
By Promotion failing which by Direct Recruitment.			Promotion : From among the Upper Division Clerks with ten years regular service in their respective grade.		1. Executive Director - Chairman 2. Secretary - Member 3. One outside Officer belonging to Scheduled Caste/ Scheduled Tribe - Member	Not applicable

Name of the Post	No. of Posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non Selection Post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, -1972	Age limit for direct recruits
1	2	3	4	5	6	7
15. Stenographer (Grade-II)	3	Middle Level Management, Non-Technical	Pay Band: 2; Scale Rs.9,300-34,800; Grade Pay: Rs.4,200	Non-Selection	Not applicable	Not exceeding thirty Years.
Educational and other qualifications required for direct recruits			Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes.		Period of Probation if any	
8			9		10	
Essential: (1) Graduate of a Recognized University. (2) Should have passed English Type Writing Examination @ 40 WPM and English short hand examination @ 120 WPM conducted by the Board of Technical Education.			Age: No Educational Qualifications : No		Two years for Direct Recruits only.	
Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filled by various methods			In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.		If a DPC exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
11			12		13	14
Promotion, failing which by Direct Recruitment.			By promotion of Stenographer (Grade-III) with Ten years regular service in the grade, subject to passing of proficiency test in English type writing @ 40 WPM and English Short Hand @ 120 WPM.		1. Executive Director – Chairman 2. Secretary – Member 3. One outside Officer belonging to Scheduled Caste/ Scheduled Tribe – Member	Not applicable

Name of the Post	No. of Posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non Selection Post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
1	2	3	4	5	6	7
16.Upper Division Clerk /cashier	43	Junior Level Managem ent, Non-Technical	Pay Band: 1; Scale Rs.5,200-20,200; Grade Pay: Rs.2,400	Non-Selection	Not applicable	Not applicable
Educational and other qualifications required for direct recruits			Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes.		Period of Probation if any	
8			9		10	
Not applicable			Not applicable		Not applicable	
Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filled by various methods			In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.		If a DPC exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
11			12		13	14
By Promotion			By promotion of Lower Division Clerk/Hindi typist with eight years regular service. The seniority of LDC and Hindi typist will be counted from their date of joining in the grade.		1. Executive Director - Chairman 2. Secretary - Member 3. One outside Officer belonging to Scheduled Caste/ Scheduled Tribe - Member	Not applicable

879 GI/13-14

Name of the Post	No. of Posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non Selection Post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
1	2	3	4	5	6	7
17. Stenographer (Grade-III)	4	Junior Level Management, Non-Technical	Pay Band: 1; Scale Rs.5,200-20,200; Grade Pay: Rs.2,400	Not applicable	Not applicable	Not exceeding thirty Years.
Educational and other qualifications required for direct recruits			Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes.		Period of Probation if any	
8			9		10	
Essential: (1) 10+2 or its equivalent. (2) Should have passed English Type Writing examination @ 30 WPM and English short hand examination @ 80 WPM conducted by the Board of Technical Education. Desirable: Graduate of a Recognized University			Not applicable		Two years	
Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filled by various methods			In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.		If a DPC exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
11			12		13	14
By Direct Recruitment			Not Applicable		(for Confirmation only) 1. Executive Director – Chairman 2. Secretary – Member 3. One outside Officer belonging to Scheduled Caste/ Scheduled Tribe – Member	Not applicable

Name of the Post	No. of Posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non Selection Post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
1	2	3	4	5	6	7
18. Lower Division Clerk	52	Junior Level Management, Non-Technical	Pay Band:1; Scale Rs.5,200-20,200; Grade Pay: Rs.1,900	Non-Selection	Not applicable	Not exceeding thirty Years.
Educational and other qualifications required for direct recruits			Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes.		Period of Probation if any	
8			9		10	
Essential: (1) 10+2 or its equivalent. (2) Pass in English Type Writing Lower Grade Examination @ 30 WPM conducted by the Board of Technical Education. Desirable: Graduate of a Recognized University.			Age- No Educational qualification: 10 th Passed		Two years	
Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filled by various methods			In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.		If a DPC exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
11			12		13	14
By Direct Recruitment and promotion in the ratio of 3:1			Promotion: From amongst educationally and technically qualified MULTI-TASKING STAFF with ten years regular service in the Post. 2. If qualified candidates are not available, the vacancies should be filled up by Direct recruitment 3. Persons appointed as LDCs by promotion from Multi Tasking Staff(MTS) may be exempted from typewriting test, if they have completed the age of 45 years on the date of their appointment as LDC.		1. Executive Director – Chairman 2. Secretary – Member 3. One outside Officer belonging to Scheduled Caste/ Scheduled Tribe – Member	Not applicable

Name of the Post	No. of Posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non Selection Post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
1	2	3	4	5	6	7
19. Field Assistant	158	Junior Level Management, Non-Technical	Pay Band:1; Scale Rs.5,200-20,200; Grade Pay: Rs.1,900	Non-Selection	Not applicable	Not exceeding thirty Years.
Educational and other qualifications required for direct recruits			Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes.		Period of Probation if any	
8			9		10	
Essential: 1. 10+2 or its equivalent. 2. Knowledge of tobacco cultivation & grading. Desirable: Graduate of a recognized University.			Age: No Education qualification: 10 th or equivalent		Two years for direct recruits.	
Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filled by various methods			In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.		If a DPC exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
11			12		13	14
By Direct Recruitment and promotion in the ratio of 3:1			Promotion: From amongst educationally qualified MULTI-TASKING STAFF with ten years regular service in the post. If, qualified candidates are not available, the vacancy should be filled up by Direct Recruitment.		1. Executive Director – Chairman 2. Secretary – Member 3. One outside Officer belonging to Scheduled Caste/ Scheduled Tribe – Member	Not applicable

Name of the Post	No. of Posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non Selection Post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
1	2	3	4	5	6	7
20. Driver (Ordinary Grade)	10	Junior Level Management Non-Technical	Pay Band:1; Scale Rs.5,200-20,200; Grade Pay: Rs.1,900	Selection	Not applicable	Not Exceeding thirty Years.
Educational and other qualifications required for direct recruits			Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes.		Period of Probation if any	
8			9		10	
Essential: 1. 10 th or equivalent. 2. Should possess Light Motor Vehicle driving license 3. At least two years experience in Driving Light Motor Vehicle			Age : No Educational Qualification: No		Two years	
Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filled by various methods			In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.		If a DPC exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
11			12		13	14
By Promotion and direct recruitment in the ratio of 1:1. If suitable departmental candidates are not available, the posts falling in the promotion quota will be filled up by direct recruitment.			By Promotion based on the result of a test in driving designed to adjudge suitability for the post with reference to the standards to Competence Considered essential to drivers of staff cars etc., from amongst regular MULTI-TASKING STAFF.		1. Executive Director - Chairman 2. Secretary - Member 3. One outside Officer belonging to Scheduled Caste/ Scheduled Tribe - Member	Not applicable

879 GI/13-15

Name of the Post	No. of Posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non Selection Post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
1	2	3	4	5	6	7
21. Gestetner Operator	1	Junior Level Management, Non-Technical	Pay Band: 1; Scale Rs.5,200-20,200; Grade Pay: Rs.1,900	Non-Selection	Not applicable	Not applicable
Educational and other qualifications required for direct recruits			Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes.		Period of Probation if any	
8			9		10	
Not applicable			Not applicable		Not applicable	
Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filled by various methods			In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.		If a DPC exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
11			12		13	14
By Promotion			Promotion: MULTI-TASKING STAFF having 'Seven' years regular service in the post with proficiency in operating the Gestetner machine.		1. Executive Director – Chairman 2. Secretary – Member 3. One outside Officer belonging to Scheduled Caste/ Scheduled Tribe – Member	Not applicable

Name of the Post	No. of Posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non Selection Post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
1	2	3	4	5	6	7
22. MULTI-TASKING STAFF	140	Junior Level Management, Non-Technical	Pay Band:1; Scale Rs.5,200-20,200; Grade Pay: Rs.1,800	Not applicable	Not applicable	Not exceeding 30 years
Educational and other qualifications required for direct recruits			Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes.		Period of Probation if any	
8			9		10	
10 th or equivalent pass			Not applicable		Two years	
Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filled by various methods			In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.		If a DPC exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
11			12		13	14
By Direct Recruitment			Not applicable		1. Executive Director – Chairman 2. Secretary – Member 3. One outside Officer belonging to Scheduled Caste/ Scheduled Tribe – Member	Not applicable

Name of the Post	No. of Posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non Selection Post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
1	2	3	4	5	6	7
23. Senior Field Assistant	45	Junior Level Management, Non-Technical	Pay Band: 1; Scale Rs.5,200-20,200; Grade Pay: Rs.2,400	Non-Selection	Not applicable	Not applicable
Educational and other qualifications required for direct recruits			Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes.		Period of Probation if any	
8			9		10	
Not applicable			Not applicable		Not applicable	
Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filled by various methods			In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.		If a DPC exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
11			12		13	14
By Promotion.			Promotion: From among the Field Assistants with 'eight' years regular service in the respective cadre.		1. Executive Director – Chairman 2. Secretary – Member 3. One outside Officer belonging to Scheduled Caste/ Scheduled Tribe – Member	Not applicable

Name of the Post	No. of Posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non Selection Post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
1	2	3	4	5	6	7
24. Hindi Typist	2	Junior Level Management, Non-Technical	Pay Band:1; Scale Rs.5,200-20,200; Grade Pay: Rs.1,900	Not applicable	Not applicable	Not exceeding thirty Years.
Educational and other qualifications required for direct recruits		Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes.		Period of Probation if any		
8		9		10		
Essential: 10+2 or its equivalent, Hindi Typing Speed @ 25 words per minute is essential. Desirable: 1. Pass in English Type writing @ 30 Words Per Minute conducted by the Board of Technical Education. 2. Graduate of a recognized university.		Age: No Educational Qualification: Yes		Two years		
Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filled by various methods		In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.		If a DPC exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment	
11		12		13	14	
By Promotion failing which by Direct Recruitment		Through among regular MTS possessing the qualifications prescribed for direct recruits in col. No.8.		1. Executive Director - Chairman 2. Secretary - Member 3. One outside Officer belonging to Scheduled Caste/ Scheduled Tribe - Member	Not applicable	

879 GI/13-16

Name of the Post	No. of Posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non Selection Post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
1	2	3	4	5	6	7
25. Systems Analyst	1	Senior Level Management, Technical	Pay Band: 3; Scale Rs.15,600-39,100; Grade Pay: Rs.5,400	Selection	Not applicable	Not exceeding thirty five Years.
Educational and other qualifications required for direct recruits			Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes.		Period of Probation if any	
8			9		10	
Essential: (i) Master's Degree in Statistics / Mathematics (with Statistics)/ operations Research / Physics or Economics (with Statistics) Commerce (with Statistics) OR Degree in Engineering / Computer Science of a recognized University or equivalent. (ii) Three years experience of electronic data processing work, out of which at least one year experience should be in actual programming on an electronic computer.			Age : No Qualification: Yes		Two Years	
Desirable: (i) Master's Degree in Engineering or Doctorate Degree in any of the subject mentioned in Essential qualification. (ii) Formal training in Computer Programming / System Design / Analysis. (iii) Knowledge of one or more programming languages (to be indicated at the time of Recruitment)						
Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filled by various methods			In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.		If a DPC exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
11			12		13	14
By Promotion failing which by direct Recruitment.			From the Post of Programmer with two years regular service.		1. Chairman – Chairman 2. Executive Director – Member 3. One outside Officer belonging to Scheduled Caste/ Scheduled Tribe – Member	Not applicable

Name of the Post	No. of Posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non Selection Post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
1	2	3	4	5	6	7
26 Programmer	1	Middle Level Management, Non-Technical	Pay Band: 2; Scale Rs.9,300-34,800; Grade Pay: Rs.4,800	Not applicable	Not applicable	Not exceeding thirty Years.
Educational and other qualifications required for direct recruits			Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes.		Period of Probation if any	
8			9		10	
Essential: Master Degree in Mathematics /Statistics /Operations Research/ Commerce or Economics with Post Graduate Diploma in Computer Science or with at least three years relevant experience.			Not applicable		Two years	
Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filled by various methods			In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.		If a DPC exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
11			12		13	14
By Direct Recruitment			Not applicable		(For confirmation only) 1. Chairman - Chairman 2. Executive Director - Member 3. Secretary - Member 4. One outside Officer belonging to Scheduled Caste/ Scheduled Tribe - Member	Not applicable

Name of the Post	No. of Posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non Selection Post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
1	2	3	4	5	6	7
27. Director (Auctions)	1	Senior Level Management, Deputation Post	Pay Band: 3; Scale Rs.15,600-39,100; Grade Pay: Rs.7,600	Not applicable	Not applicable	Not applicable
Educational and other qualifications required for direct recruits			Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes.		Period of Probation if any	
8			9		10	
Not applicable			Not applicable		Not applicable	
Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filled by various methods			In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.		If a DPC exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
11			12		13	14
By deputation under non CSS. The selection would be made under non Central Staffing Scheme, from the Officers of the rank of Deputy Secretary/ Director of the Government of India who are eligible for appointment under the Central Staffing Scheme at the Deputy Secretary/ Director level in Government of India are eligible for this post.			Appointment to be made by CSB from the Officers of the rank of Deputy Secretary/ Director of the Government of India. The period of deputation is 4/5 years.		Through CSB as per provisions of Government of India	Not applicable
Name of the Post	No. of Posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non Selection Post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
1	2	3	4	5	6	7
28. Hindi Officer	1	Middle Level Management, Non-Technical	Pay Band: 2; Scale Rs.9,300-34,800; Grade Pay: Rs.4,600	Selection	Not applicable	Not exceeding thirty five years
Educational and other qualifications required for direct recruits			Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes.		Period of Probation if any	

8	9	10	
Essential:	Not Applicable	Two years (for Direct Recruits only)	
(i) Master's Degree of a recognized University or equivalent in Hindi With English as a subject at the degree level. (OR) Master's Degree of a recognized University or equivalent in English with Hindi as a subject at the degree level. (OR) Master's Degree of a recognized University or equivalent in any subject with Hindi and English a subject at the degree level. (OR) Master's Degree of a recognized University or equivalent in any subject with Hindi medium and English as a subject at the degree level. (OR) Master's Degree of a recognized University or equivalent in any subject with English medium and Hindi as a subject at the degree level.			
(ii) Five Years experience of terminological work in Hindi and / or translation work from English to Hindi or vice-versa, preferably of technical or scientific literature (OR) Five years' experience of teaching, research, writing of journalism in Hindi			
Desirable: (i) Knowledge of Sanskrit and / or Telugu language. (ii) Administrative Experience. (iii) Experience of organizing Hindi classes or work shops for noting and drafting.			
Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.	If a DPC exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
11	12	13	14
By Promotion failing which by Deputation/ direct recruitment.	By Promotion : From amongst Sr. Translator with three year regular service. By Deputation: Officers from Central / State Governments, Statutory / Autonomous Bodies of the state / Central Governments: (a) holding analogous posts. (b) With three years Service in the scale of Rs.9, 300-34,800 in PB-2 with Grade Pay of Rs.4,200/- or equivalent and having the qualifications and experience laid down in column 8 for direct recruits. (Period of deputation shall not ordinarily exceed three years)	(For confirmation only) 1. Chairman - Chairman 2. Executive Director - Member 3. Secretary - Member 4. One outside Officer belonging to Scheduled Caste/ Scheduled Tribe - Member	Not applicable

879 GI/13-17

Name of the Post	No. of Posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non Selection Post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
1	2	3	4	5	6	7
29. Computer Operator - Grade-B'	27	Junior Level Management, Non-Technical	Pay Band: 1; Scale Rs.5,200-20,200; Grade Pay: Rs.2,800	Selection	Not applicable	Not exceeding Thirty Years
Educational and other qualifications required for direct recruits			Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes.		Period of Probation if any	
8			9		10	
Essential: (i) Degree of a recognized University. (ii) Knowledge of Typing. (iii) 8000 Key Depressions per Hour on Computers. Desirable: (i) Diploma in Computer application from any recognized institute. (ii) Experience in Computer operation.			Age : No Qualifications :Yes		Two years	
Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filled by various methods			In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.		If a DPC exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
11			12		13	14
By Promotion failing which by direct recruitment			Promotion: From among Lower Division Clerks / Field Assistants possessing the required qualifications		(For confirmation only) 1. Executive Director - Chairman 2. Secretary - Member 3. One outside Officer belonging to Scheduled Caste/Scheduled Tribe - Member	Not applicable

Name of the Post	No. of Posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non Selection Post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
1	2	3	4	5	6	7
30. Care Taker	1	Middle Level Managem ent , Non-Technical	Pay Band: 2; Scale Rs.9,300-34,800; Grade Pay: Rs.4,200	Not applicable	Not applicable	Not applicable
Educational and other qualifications required for direct recruits			Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes.		Period of Probation if any	
8			9		10	
Not applicable			Not Applicable		Not applicable	
Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filled by various methods			In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.		If a DPC exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
11			12		13	14
Deputation			Deputation: Officers under the Central / State Govts, Central or State Public Sector Undertakings or Autonomous Bodies holding : a) (i) Analogous Posts on regular basis or (ii) Posts in the scale of pay of Rs.5,200-20,200 in PB-1 with Grade Pay 2,400 or equivalent with ten years regular service. AND (b) Possessing experience in care taking such as up keeping of office buildings including sanitation, fire protection, furniture and furnishing ; maintenance of office equipment and appliances, arrangements for meetings and conferences; security including watch and ward staff; management of Group-D and daily wage staff . Desirable: Training in Sanitation, Public Health, Fire Protection or Civil Engineering. (Period of deputation shall not ordinarily exceed three years)		Not applicable.	Not applicable

Name of the Post	No. of Posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non Selection Post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
1	2	3	4	5	6	7
31. Staff Car Driver (Grade-I)	11	Junior Level Management, Non-Technical	Pay Band: 1; Scale Rs.5,200-20,200; Grade Pay: Rs.2,800	Non-Selection	Not applicable	Not applicable
Educational and other qualifications required for direct recruits			Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes.		Period of Probation if any	
8			9		10	
Not applicable			Not applicable		Not applicable	
Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filled by various methods			In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.		If a DPC exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
11			12		13	14
By Promotion			1. By promotion of staff car driver Grade-II with five years of regular service, after qualifying in the trade test conducted by the Board. 2. Failing (1) above staff car driver (Ordinary Grade) with thirteen years of regular service after qualifying in the trade test conducted by the Board.		1. Executive Director – Chairman 2. Secretary – Member 3. One outside Officer belonging to Scheduled Caste/ Scheduled Tribe – Member	Not applicable
Name of the Post	No. of Posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non Selection Post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
1	2	3	4	5	6	7
32. Staff Car Driver (Grade-II)	10	Junior Level Management, Non-Technical	Pay Band: 1; Scale Rs.5,200-20,200; Grade Pay: Rs.2,400	Non-Selection	Not applicable	Not applicable

Educational and other qualifications required for direct recruits			Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes.		Period of Probation if any	
8			9		10	
Not applicable			Not applicable		Not applicable	
Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filled by various methods			In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.		If a DPC exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
11			12		13	14
By Promotion			By promotion of staff car driver (Ordinary grade) with eight years of regular service, after qualifying in the trade test conducted by the Board.		1. Executive Director - Chairman 2. Secretary - Member 3. One outside Officer belonging to Scheduled Caste / Scheduled Tribe - Member	Not applicable
Name of the Post	No. of Posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non Selection Post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
1	2	3	4	5	6	7
33. Special Grade Driver	1	Middle Level Management, Non-Technical	Pay Band: 2; Scale Rs.9,300-34,800; Grade Pay: Rs.4,200	Non-Selection	Not applicable	Not applicable
Educational and other qualifications required for direct recruits			Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes.		Period of Probation if any	
8			9		10	
Not applicable			Not applicable		Not applicable	
Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filled by various methods			In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.		If a DPC exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment

879 61/13-18

11			12		13	14
By Promotion			By promotion of Staff Car Driver(Grade-I) with six years regular service after qualifying in the trade test conducted by the Board.		1. Executive Director – Chairman 2. Secretary – Member 3. One outside Officer belonging to Scheduled Caste/ Scheduled Trib – Member	Not applicable
Name of the Post	No. of Posts	Classification	Pay Band, Scale and Grade Pay	Whether selection post or non Selection Post	Whether benefit of added years of service admissible under rule 30 of the C.C.S. (Pension) Rules, 1972	Age limit for direct recruits
1	2	3	4	5	6	7
34. Stenographer (Grade-I)	1	Middle Level Management, Non-Technical	Pay Band: 2: Scale Rs.9,300-34,800; Grade Pay: Rs.4,200	Selection	Not applicable.	Not applicable.
Educational and other qualifications required for direct recruits			Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes.		Period of Probation if any	
8			9		10	
Not applicable			Not applicable		Not applicable	
Method of recruitment whether by direct recruitment or deputation / transfer and percentage of the vacancies to be filled by various methods			In case of recruitment by promotion / deputation / transfer grades from which promotions / deputation / transfer to be made.		If a DPC exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
11			12		13	14
By Promotion, failing which by deputation.			Promotion: i). Stenographers (Grade-II) with 3 years regular service. ii) Failing (i) above Stenographers (Grade-II) and Stenographer (Grade-III) with 10 years combined regular service in the two grades. Deputation: From amongst officials working in Central / State Government / Public Sector under takings and holding posts		1. Chairman – Chairman 2. Executive Director – Chairman 3. Secretary – Member 4. One outside Officer belonging to Scheduled Caste/	Not applicable.

	carrying the pay scales of Rs.9300-34800 in PB-2 with Grade Pay of Rs.4,200/- with Five years experience in the grade or from analogous post with three years experience. (Period of deputation shall not exceed 3 years).	Scheduled Tribe - Member	
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ASIT TRIPATHY, Jt. Secy.

[ADVT.-III/4/Exty./153/12]

Note:

- (i) The Crucial date for determining the age limit shall be the closing date for receipt of applications from the candidates. (The relaxation given to the candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu & Kashmir State, Lahaul, and Spiti district and Pangi Sub-Division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep for receipt of applications shall not taken in account for the purpose of determining age limit.)
- (ii) In respect of posts the appointments for which are to be made through the Employment Exchanges, the crucial date for determining the age limit will be the last date up to which the employment exchanges are asked to submit the names.